

**Meeting of the Board of Health
St. Joseph County Department of Health
4th Floor, County-City Building
Council Chambers**

**June 21, 2023
4:30 p.m.**

Available by Zoom:

<https://us06web.zoom.us/j/81442698080?pwd=aHFaL1ZCTnR4RFdiRm5rV2hxb21jUT09>

Meeting ID: 814 4269 8080

Passcode: 206238

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I. CALL TO ORDER & ROLL CALL

II. ADOPTION OF THE AGENDA

It is recommended the Board of Health members adopt the agenda for the June 21, 2023.

Motion by _____ Seconded by _____ Vote _____

III. APPROVAL OF THE MINUTES

It is recommended the Board of Health members approve the minutes of May 24, 2023.

Motion by _____ Seconded by _____ Vote _____

It is recommended the Board of Health members approve the minutes of June 12, 2023 Special Meeting.

Motion by _____ Seconded by _____ Vote _____

IV. BOARD PRESIDENT ANNOUNCEMENTS:

V. HEALTH OFFICER PRESENTATION and REPORT:

23-43 Discussion and Vote on May 2023 Health Officer's Report

Emergency Preparedness

Environmental Health

Finance

Food Services

Health Equity, Epidemiology and Data (HEED)

Health Outreach, Promotion & Education (HOPE)

Nursing – Immunizations, Mobile Clinic & Public Health Nursing

Vital Records

Combined Unit Lead Report

VI. NEW BUSINESS:

23-44 Discussion and vote on opting into Senate Bill 4 (Governor's Public Health Commission) funding

23-45 Discussion and vote - Job Description – Community Health Worker Coordinator

23-46 Discussion and vote – Job Description – PT Public Health Coordinator

23-47 Discussion and vote – Job Description – PT Maternal Infant Health Coordinator

23-48 Updated Department of Health Organizational Chart

VII. GRANT REQUESTS:

- 23-49 Receive - Health Immunization CoAg
- 23-50 Receive - Health PHEP
- 23-51 Receive - Health Crisis CoAg

VIII. OLD BUSINESS:

IX. BOARD NOTIFICATIONS:

- 1. Hirings: None
- 2. Resignations:
 - Tracina Chism-Fikes, CHW – Safety PIN – 05/26/23
 - Cassandra White, Director of HEED – 06/02/23
 - Taylor Coats (Martin), Asst. Director of Health Equity – 06/02/23
 - Savannah Hardy, CHW – Lead – 06/02/23
 - Harrison Gilbride, Public Health Emergency Coordinator – 06/07/23
 - Clara Davis, CHW – 06/16/23
 - Sally Dixon, MIH Coordinator – 06/20/23
- 3. Retirements:
 - Pamela Thompson, Administrative Assistant, Environmental Health - 05/31/23
- 4. Terminations: None

X. PUBLIC COMMENT: (3 Minute Limit)

The following statement provides guidance for the public comment portion of the meeting, as well as the expected decorum for all conversations during the meeting.

At regular meetings, the public is invited to address the Board for three minutes regarding items posted or not posted on the agenda. Individuals may only speak once during this section of the agenda. Speakers shall properly identify themselves by stating their name and address for the record. Personnel issues are not to be addressed during open sessions of the Board of Health. The Board President may interrupt, warn, or terminate a person's statement if the statement becomes personally directed, abusive, obscene, or inflammatory.

Public comment may be given in person. Input from the public can also be sent to the Board by mail or email via the St. Joseph County Department of Health.

XI. TIME AND PLACE OF NEXT REGULAR MEETING:

July 19, 2023 – 4:30 p.m. - Council Chambers, 4th Floor County City Building.

XII. ADJOURNMENT



ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

Health Officer's Report of Unit Activities

May 2023

EMERGENCY PREPAREDNESS UNIT

The Emergency Preparedness Coordinator did not compile the Emergency Preparedness Unit's Health Officer's Report before his departure on June 7, 2023.

ENVIRONMENTAL HEALTH UNIT

	May-23	YTD 2023	YTD 2022	YTD 2020	YTD 2019
SEPTIC PROGRAM					
RESIDENTIAL NEW CONSTRUCTION					
A. Inspections	30	76	57	64	79
B. Consultations	3	7	6	7	8
RESIDENTIAL REPLACEMENT					
A. Inspections	71	255	198	231	254
B. Consultations	1	5	49	20	**
COMMERCIAL					
A. Inspections	0	15	16	7	8
B. Consultations	0	1	10	4	0
C. Cluster System Inspections	0	0	0	1	1
Abandonments w/o Replacement	3	18	9	17	9
Permit Applications Received	49	209	206	239	243
Permits Issued	42	163	167	160	183
Public Information Events	0	1	1	0	0
SUBDIVISION PROGRAM					
A. Health Officer Reports	9	24	13	13	9
B. Subdivision Reviews	9	29	15	19	10
C. Rezoning and Replat Reviews	0	0	8	6	4
WELLHEAD PROGRAM					
A. Inspections Performed	11	47	57	52	91
WELL DRILLING PROGRAM					
RESIDENTIAL					
A. Inspections	18	65	70	61	66
B. Well Abandonments	22	86	87	78	72
COMMERCIAL					
A. Inspections	0	1	0	0	0
B. Well Abandonment Inspections	0	2	0	2	2
NEW CONSTRUCTION					
A. Permit Applications Received	8	40	33	28	56
B. Permits Issued	13	29	33	34	48
REPLACEMENT					
A. Permit Applications Received	18	83	**	***	**
B. Permits Issued	15	75	73	92	92
Total Permits Applications Received	29	170	**	**	**
Total Permits Issued	31	147	**	**	**
Use of Existing Well	1	5	**	**	**
Public Information Events	0	0	8	0	0

	May-23	YTD 2023	YTD 2022	YTD 2020	YTD 2019
SOURCE WATER PROGRAM					
A. Phase One Inquiries	20	83	80	54	63
B. Spill Responses	0	1	0	2	0
C. Meth Lab Occurrence Response	0	0	0	0	0
D. Well/ground water Sampling	1	1	**	**	**
E. Microbe Treatments/Pumping Inspections	0	1	**	**	**
F. Other Source Water Inspections	0	0	3	3	8
SURFACE WATER PROGRAM					
A. Surface Water Sampling	0	0	0	0	0
LEAD PROGRAM					
A. HUD Lead Inspections	0	0	0	2	2
B. Lead Risk Assessments	12	38	18	21	38
EBLL Assessments	8	23	3	6	9
a. Parent Request	4	15	15	15	29
b. Clearances	5	26	7	17	21
c. Off Site Meetings	0	1	0	5	10
d. Public Information Events	0	2	1	1	14
e. Children Tested for Lead Levels*	228	1192	1099	1275	1617
CAFO PROGRAM					
A. Inspections	0	0	0	0	0
AIR QUALITY PROGRAM					
A. Burn Permits	2	25	17	1	**
B. Indoor Air Quality Investigation	0	0	0	0	0
C. Mold Investigations	0	1	0	**	0
VECTOR PROGRAM					
A. Inspections performed	5	20	54	1	0
B. Sites Treated	0	0	4	0	0
C. Traps Collected	3	7	3	6	0
D. ISDH Submissions	0	0	0	0	0
E. Public Information Events	3	3	0	0	0
HEALTHY HOMES PROGRAM (Inside)					
A. Initial Complaints	19	78	78	41	52
a. No Water	1	13	14	13	12
b. Garbage/Food Waste	8	34	30	16	27
c. Feces	4	16	24	4	6
d. Rodents/Cockroaches	6	15	10	8	7
B. Follow-Up Complaints	18	88	66	56	78
a. No Water	6	43	21	23	22
b. Garbage/Food Waste	9	27	32	24	41
c. Feces	0	11	11	6	11
d. Rodents/Cockroaches	3	7	2	3	4
e. Dwellings Unfit	1	7	8	7	12

	May-23	YTD 2023	YTD 2022	YTD 2020	YTD 2019
MASSAGE					
A. Establishment Inspections	6	66	71	62	60
TATTOO/BODY PIERCING PROGRAM					
A. Inspections Performed	0	8	30	16	17
COMPLAINTS/INVESTIGATIONS					
A. Garbage/Food Waste (Outside)	16	63	71	37	14
B. Sewage	14	38	45	27	28
C. Water (ditches, lakes, ponds, & swells)	0	6	1	4	4
D. Motels/Hotels	0	1	1	1	0
E. Burning	0	4	5	9	7
F. Open Dumping	0	2	**	**	**
G. Follow-up Inspections	6	41	**	**	**
H. Other	14	33	88	41	33
ABATEMENT CORRESPONDENCE					
A. Abatement Correspondence Mailed	22	135	214	83	92
B. Immediate Threat to Public Health Correspondence	0	2	3	1	2
C. Order to Vacate/Condemn Correspondence Mailed	1	11	8	6	13
D. Impending Legal Action Correspondence Mailed	1	10	13	4	4
SUBSURFACE INVESTIGATIONS					
A. Internal	0	0	27	**	**
B. External	0	0	0	**	**
*DUE TO TIME LAG OF State Database System					
Lead testing numbers are one (1) month behind.					
No data for these fields					

County Health Department

Main fund supported annually by tax revenue and fee revenue as well as COVID insurance reimbursement funds (financial compensation for the administrative costs for participating in the CDC and HRSA COVID-19 vaccination program) as well as salary recovery from some federal grants.

LEADS: Board of Health, Dr. Cerbin, Dr. Fox - SUPPORT: Amy Ruppe

		Budget		April	May	June	TOTALS	
REVENUE								
Beginning Balance		\$3,733,060.38						\$3,733,060.38
Property, FIT, Excise, Vehicle Excise Tax		\$2,106,000.00		\$0.00	\$0.00			\$0.00
Federal Reimbursements				\$36,727.78	\$29,837.75			\$66,565.53
Miscellaneous Revenue				\$0.00	\$0.00			\$1,000.00
TOTAL Tax, Fed Reimb and Misc Revenue				\$36,727.78	\$29,837.75	\$0.00		\$4,340,402.44
Environmental Health				\$46,554.37	\$43,657.81			\$432,307.18
Food Services				\$18,363.75	\$15,110.00			\$220,177.50
Immunization Clinic (South Bend)				\$8,561.90	\$8,526.66			\$59,074.97
Vital Records (South Bend)				\$49,933.00	\$31,472.00			\$205,199.90
Immunization Clinic (Mishawaka)				\$7,433.00	\$7,313.00			\$25,176.00
Vital Records (Mishawaka)				\$2,641.00	\$4,910.00			\$22,887.00
Fees (Charge 2, Coroner Fee)				(\$7,430.12)	(\$3,763.30)			(\$31,755.04)
Total Fee Revenue				\$126,056.90	\$107,226.17	\$0.00		\$933,067.51
TOTAL REVENUE				\$162,784.68	\$137,063.92	\$0.00		\$5,273,469.95
EXPENDITURES								
Acct	10000 Series	Budget	Carryforward	April	May	June	Expenditures	Unexpended
11030	Administrator	\$71,991.00	\$0.00	\$5,537.76	\$5,537.76		\$30,457.68	\$41,533.32
11055	County Health Officer	\$146,211.00	\$0.00	\$10,023.29	\$9,615.38		\$59,003.17	\$87,207.83
11077	Admin. Assistant	\$118,362.00	\$0.00	\$9,104.76	\$9,104.76		\$49,474.33	\$68,887.67
11087	Insurance Billing Specialist	\$36,086.00	\$0.00	\$0.00	\$0.00		\$0.00	\$36,086.00
11143	Registrars	\$108,258.00	\$0.00	\$8,188.69	\$7,355.74		\$43,631.05	\$64,626.95
11144	Nursing Registrars	\$72,172.00	\$0.00	\$5,551.68	\$5,551.68		\$30,534.24	\$41,637.76
11145	Staff Assistants	\$72,172.00	\$0.00	\$5,551.68	\$5,422.11		\$30,404.67	\$41,767.33
11151	Director of Vital Records	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70		\$26,882.35	\$36,657.65
11154	Asst. Director Vital Records	\$55,000.00	\$0.00	\$4,230.76	\$4,230.76		\$23,269.18	\$31,730.82
11155	Nurses/Other Medical	\$337,654.00	\$0.00	\$24,963.25	\$25,168.88		\$131,870.05	\$205,783.95
11161	Director of Env Health	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70		\$26,882.35	\$36,657.65
11162	Asst. Dir Environmental Health	\$58,000.00	\$0.00	\$4,461.54	\$4,461.54		\$24,538.47	\$33,461.53
11163	Director of Food Services	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70		\$26,882.35	\$36,657.65
11165	Asst Dir Food Services	\$58,000.00	\$0.00	\$4,461.54	\$4,461.54		\$24,538.47	\$33,461.53
11170	Director of HEED	\$80,000.00	\$0.00	\$6,153.84	\$6,153.84		\$33,846.12	\$46,153.88
11172	Environmental Health Specialist	\$468,000.00	\$0.00	\$33,973.76	\$33,999.85		\$176,459.80	\$291,540.20
11174	Food Service Specialist	\$260,000.00	\$0.00	\$20,000.00	\$20,000.00		\$110,000.00	\$150,000.00
11195	Public Health Coordinator	\$54,550.00	\$0.00	\$4,196.16	\$4,196.16		\$23,078.88	\$31,471.12
11196	Health Promotion Specialist	\$50,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$50,000.00
11197	Director of HOPE	\$63,540.00	\$0.00	\$4,887.70	\$4,887.70		\$26,882.35	\$36,657.65
11650	Executive Secretary	\$41,778.00	\$0.00	\$3,213.70	\$3,213.70		\$17,675.35	\$24,102.65
11701	Director of Nursing	\$82,640.00	\$0.00	\$6,356.92	\$6,356.92		\$34,963.06	\$47,676.94
11950	Part Time	\$95,326.00	\$0.00	\$2,436.01	\$2,535.04		\$18,983.15	\$76,342.85
11976	Deputy Health Officer	\$50,133.00	\$0.00	\$3,856.38	\$3,856.38		\$21,210.09	\$28,922.91
12010	Data Analyst	\$46,596.00	\$0.00	\$3,584.32	\$2,647.42		\$18,776.86	\$27,819.14
14800	FICA Taxes @ 7.65%	\$200,208.00	\$0.00	\$13,669.52	\$13,495.70		\$74,678.25	\$125,529.75
14810	PERF @ 11.2%	\$276,823.00	\$0.00	\$19,291.27	\$19,055.87		\$103,441.62	\$173,381.38
14840	Health Insurance	\$786,900.00	\$0.00	\$0.00	\$0.00		\$196,725.00	\$590,175.00
Total 10000 Series		\$3,881,020.00	\$0.00	\$218,357.63	\$215,971.83	\$0.00	\$1,385,088.89	\$2,495,931.11
Acct	20000 Series	Budget	Carryforward	April	May	June	Expenditures	Unexpended
21030	Office Supplies	\$21,542.00	\$0.00	\$1,472.05	\$529.46		\$4,294.16	\$17,247.84
22120	Garage & Motor Supplies	\$11,980.00	\$0.00	\$1,825.24	\$1,848.17		\$3,673.41	\$8,306.59
22148	Field Supplies	\$4,000.00	\$986.50	\$221.21	\$926.22		\$2,177.67	\$2,808.83
22328	Equipment Repairs	\$2,250.00	\$0.00	\$0.00	\$110.00		\$110.00	\$2,140.00
22406	Immunization Supplies	\$83,545.00	\$0.00	\$20,842.09	\$5,720.20		\$49,521.15	\$34,023.85
22448	Education Books	\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200.00
Total 20000 Series		\$123,517.00	\$986.50	\$24,360.59	\$9,134.05	\$0.00	\$59,776.39	\$64,727.11
Acct	30000 Series	Budget	Carryforward	April	May	June	Expenditures	Unexpended
31150	Medical Services	\$3,000.00	\$0.00	\$75.49	\$658.35		\$2,029.64	\$970.36
32020	Travel/Mileage	\$13,941.00	\$0.00	\$1,123.89	\$584.53		\$4,113.61	\$9,827.39
32203	Cell Phones	\$20,025.00	\$0.00	\$0.00	\$2,833.22		\$7,119.56	\$12,905.44
32350	Postage	\$250.00	\$0.00	\$0.00	\$27.92		\$27.92	\$222.08
32550	Miscellaneous Costs	\$25,000.00	\$0.00	\$348.50	\$0.00		\$1,247.38	\$23,752.62
33128	Environmental Health	\$3,500.00	\$0.00	\$0.00	\$50.00		\$223.56	\$3,276.44
33368	Public Info & Ed	\$5,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$5,000.00
33938	Vector	\$25,000.00	\$2,691.69	\$687.44	\$2,705.65		\$12,884.78	\$14,806.91
34030	Liability Insurance Coverage	\$71,866.00	\$0.00	\$0.00	\$0.00		\$17,966.50	\$53,899.50
36015	Contractual Services	\$100,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$100,000.00
36500	Service Contract	\$16,545.21	\$0.00	\$0.00	\$0.00		\$0.00	\$16,545.21
38012	Interest on Debt	\$7,821.00	\$0.00	\$651.72	\$651.72		\$3,258.60	\$4,562.40
38013	Principle on Debt	\$45,797.00	\$0.00	\$3,816.34	\$3,816.34		\$19,081.70	\$26,715.30
39010	Dues & Subscriptions	\$2,790.72	\$0.00	\$0.00	\$0.00		\$0.00	\$2,790.72
39600	Refunds, Awards & Indemnities	\$0.00	\$0.00	\$0.00	\$0.00		\$313.99	(\$313.99)
39750	Information Technology	\$5,664.07	\$0.00	\$22.79	\$0.00		\$22.79	\$5,641.28
Total 30000 Series		\$346,200.00	\$2,691.69	\$6,726.17	\$11,327.73	\$0.00	\$68,290.03	\$280,601.66
Total Budget		\$4,350,737.00	\$3,678.19					
TOTAL EXPENDITURES				\$249,444.39	\$236,433.61	\$0.00	\$1,513,155.31	
Total Unexpended								\$2,841,259.88
Net (Monthly)				(\$86,659.71)	(\$99,369.69)	\$0.00		
FUND BALANCE				\$3,859,684.33	\$3,760,314.64	\$3,760,314.64		

MIH Initiatives

Funds raised from St. Joseph County and Indiana organization's sponsorships of the Achieving Birth Equity conference, in April of 2022, and stipends for presentations given by the MIH Initiatives Coordinator in the community. Funds are to be utilized to engage people during pregnancy, postpartum, and the first year of parenting in conversations to determine community needs surrounding pregnancy and birth in the community. The ultimate goal is to incorporate community voices into current and future program development within Maternal Infant Health Initiatives. Funds remaining following the completion of health cafes will be used towards new programming determined by the cafes.

LEAD: Robin Vida - SUPPORT: Sally Dixon

		Budget	April	May	June	TOTALS	
Acct	REVENUE						
00000	Beginning Balance	\$7,871.60				\$7,871.60	
06400	Donations		\$0.00	\$0.00		\$0.00	
	TOTAL REVENUE	\$7,871.60	\$0.00	\$0.00	\$0.00	\$7,871.60	
	EXPENSES						
Acct	20000 Series					Expenditures	Unexpended
24012	Promotion Supplies	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Total 20000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acct	30000 Series					Expenditures	Unexpended
33368	Public Info & Educ	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
36015	Contractual Services	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
	Total 30000 Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Budget	\$0.00					
	Total Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	
	Total Unexpended						\$0.00
	Net (Monthly)		\$0.00	\$0.00	\$0.00		
	FUND BALANCE		\$7,871.60	\$7,871.60	\$7,871.60		

County-Wide Lead Initiative

During our budget discussions in 2018 (preparing for FY 2019), the importance of lead was stressed, and the Auditor, Commissioners and Council created this fund and provides the funding for it. 70 percent of the housing in St. Joseph County was built before 1978, creating lead poisoning a priority for the community because lead-based paint was banned in 1978. This funding allows the DoH to provide more lead poisoning prevention services. The lead CHWs provide lead point of care testing in families homes and in daycares.

LEAD: Dr. Fox - SUPPORT: Cassy White

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$378,839.24				\$378,839.24	
02708	Federal Grants/Reimbursements		\$81,337.07	\$5,522.75		\$86,859.82	
05205	Interfund Transfer of Funds		\$200,000.00	\$0.00		\$200,000.00	
	TOTAL REVENUE	\$378,839.24	\$281,337.07	\$5,522.75	\$0.00	\$665,699.06	
Acct	EXPENSES						
	10000 Series						
11167	Community Health Worker	\$156,732.00	\$11,730.42	\$11,730.42		\$63,010.27	\$93,721.73
11176	Assistant Dir Health Equity	\$60,266.00	\$4,635.84	\$4,635.84		\$25,497.12	\$34,768.88
14800	FICA Taxes	\$16,601.00	\$1,224.28	\$1,218.53		\$6,630.85	\$9,970.15
14810	PERF	\$24,304.00	\$1,833.00	\$1,833.00		\$9,912.71	\$14,391.29
14840	Health Insurance	\$91,500.00	\$12,200.00	\$0.00		\$12,200.00	\$79,300.00
	Total 10000 Series	\$349,403.00	\$31,623.54	\$19,417.79	\$0.00	\$117,250.95	\$232,152.05
Acct	20000 Series						
21030	Office Supplies	\$5,000.00	\$0.00	\$39.00		\$1,849.73	\$3,150.27
22148	Field Supplies	\$5,000.00	\$26.30	\$1,751.39		\$2,885.27	\$2,114.73
	Total 20000 Series	\$10,000.00	\$26.30	\$1,790.39	\$0.00	\$4,735.00	\$5,265.00
Acct	30000 Series						
31150	Medical Services	\$100.00	\$0.00	\$0.00		\$46.41	\$53.59
32020	Travel/Mileage	\$1,000.00	\$161.07	\$2.25		\$832.52	\$167.48
32050	Conferences & Training	\$3,500.00	\$0.00	\$114.40		\$114.40	\$3,385.60
32203	Cell Phones	\$3,240.00	\$0.00	\$570.92		\$1,399.03	\$1,840.97
32350	Postage	\$1,000.00	\$162.44	\$311.17		\$870.20	\$129.80
33368	Public Information & Education	\$3,142.50	\$0.00	\$1,100.56		\$1,746.55	\$1,395.95
36500	Service Contract	\$5,000.00	\$0.00	\$0.00		\$0.00	\$5,000.00
39750	Information Tech	\$9,900.00	\$0.00	\$0.00		\$0.00	\$9,900.00
	Total 30000 Series	\$26,882.50	\$323.51	\$2,099.30	\$0.00	\$5,009.11	\$21,873.39
	Total Budget	\$386,285.50					
	Total Expenditures		\$31,973.35	\$23,307.48	\$0.00	\$126,995.06	
	Total Unexpended						\$259,290.44
	Net (Monthly)		\$249,363.72	(\$17,784.73)	\$0.00		
	FUND BALANCE		\$556,488.73	\$538,704.00	\$538,704.00		

Health Immunization CoAg

The Indiana State Department of Health aims to increase vaccinations in each county, increase use in the state immunization registry, increase utilization of publicly funded adult vaccines, and reduce wastage of publicly funded vaccines. Grant is valid 07/01/22-06/30/23.

LEAD: Jodie Pairitz - SUPPORT: Robin Vida

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$69,598.98)				(\$69,598.98)	
02708	Federal/Grants Reimbursements		\$776.28	\$22,444.52		\$156,857.66	
	TOTAL REVENUE	(\$69,598.98)	\$776.28	\$22,444.52	\$0.00	\$87,258.68	
	EXPENSES						
Acct	10000 Series						
11781	Imm Outreach Coordinator	\$25,000.48	\$3,846.16	\$3,846.16		\$21,153.88	\$3,846.60
11193	Part Time	\$87,229.89	\$11,222.81	\$10,620.33		\$57,596.97	\$29,632.92
14800	FICA Taxes	\$8,600.20	\$1,141.06	\$1,095.00		\$5,968.73	\$2,631.47
14810	PERF	\$2,495.19	\$430.76	\$430.76		\$2,369.18	\$126.01
14840	Health Insurance	\$9,150.00	\$4,575.00	\$0.00		\$4,575.00	\$4,575.00
	Total 10000 Series	\$132,475.76	\$21,215.79	\$15,992.25	\$0.00	\$91,663.76	\$40,812.00
Acct	20000 Series						
21030	Office Supplies	\$692.88	\$0.00	\$120.75		\$286.55	\$406.33
22406	Immunization Supplies	\$843.26	\$0.00	\$0.00		\$0.00	\$843.26
	Total 20000 Series	\$1,536.14	\$0.00	\$120.75	\$0.00	\$286.55	\$1,249.59
Acct	30000 Series						
32020	Travel /Mileage	\$1,911.64	\$0.00	\$194.35		\$194.35	\$1,717.29
32203	Cell Phones	\$1,595.64	\$0.00	\$407.80		\$1,021.60	\$574.04
33368	Public Info & Educ	\$24,078.62	\$1,143.73	\$0.00		\$2,783.27	\$21,295.35
36015	Contractual Services	\$7,976.33	\$85.00	\$4,959.99		\$12,984.29	color: red;">(\$5,007.96)
	Total 30000 Series	\$35,562.23	\$1,228.73	\$5,562.14	\$0.00	\$16,983.51	\$18,578.72
	Total Budget	\$169,574.13					
	Total Expenditures		\$22,444.52	\$21,675.14	\$0.00	\$108,933.82	
	Total Unexpended						\$60,640.31
	Net (Monthly)		(\$21,668.24)	\$769.38	\$0.00		
	FUND BALANCE		(\$21,444.52)	(\$21,675.14)	(\$21,675.14)		

Health PHEP

The PHEP Grant provides funds to enhance Department of Health preparedness in order to respond to public health and healthcare emergencies. Grant is valid 07/01/22-06/30/23.

LEAD: Harrison Gilbride

		Budget	April	May	June	Total	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$11,251.40)				(\$11,251.40)	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00		\$18,121.45	
	TOTAL REVENUE	(\$11,251.40)	\$0.00	\$0.00	\$0.00	\$6,870.05	
	EXPENSES						
Acct	30000 Series						
32550	Miscellaneous Costs	\$11,099.55	\$768.00	\$2,222.16		\$8,545.38	\$2,554.17
	Total 30000 Series	\$11,099.55	\$768.00	\$2,222.16	\$0.00	\$8,545.38	\$2,554.17
	Total Budget	\$11,099.55					
	Total Expenditures		\$768.00	\$2,222.16	\$0.00	\$8,545.38	
	Total Unexpended						\$2,554.17
	Net (Monthly)		(\$768.00)	(\$2,222.16)	\$0.00		
	FUND BALANCE		\$546.83	(\$1,675.33)	(\$1,675.33)		

Health Issues & Challenges Lead

This funding through the Indiana State Department of Health (IDoH) is to increase capacity in the Department of Health's Lead Program because the elevated blood lead level (EBLL) threshold lowered from 10 µg/dL to 3.5 µg/dL on July 1, 2022. The funds allowed the DoH to hire a fourth CHW to provide case management services and a second Environmental Health Specialist to provide environmental risk assessment services to families with children who have confirmed EBLL's above 5 µg/dL. Also, the DoH hired a Perinatal Coordinator to work upstream by identifying at risk families before the lead poisoning in a child. The Coordinator works closely with the hospital systems. Grant is valid 07/01/22-06/30/24

LEAD: Cassy White

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$14,434.93				\$14,434.93	
02708	Federal/Grants Reimbursements		\$0.00	\$54,101.20		\$67,329.49	
	TOTAL REVENUE	\$14,434.93	\$0.00	\$54,101.20	\$0.00	\$81,764.42	
Acct	EXPENSES						
	10000 Series						
11155	Nurses/Other Medical	\$38,990.75	\$0.00	\$0.00		\$0.00	\$38,990.75
11167	Community Health Worker	\$20,003.50	\$0.00	\$0.00		\$0.00	\$20,003.50
11172	Environmental Health Specialist	\$103,816.48	\$4,000.00	\$4,000.00		\$20,000.00	\$83,816.48
11199	Perinatal Coordinator	\$93,186.85	\$4,153.84	\$4,153.84		\$15,576.98	\$77,609.87
11950	Part Time	\$153,103.76	\$0.00	\$0.00		\$0.00	\$153,103.76
14800	FICA Taxes	\$31,296.25	\$583.64	\$589.36		\$2,617.99	\$28,678.26
14810	PERF	\$36,929.97	\$448.00	\$448.00		\$2,240.00	\$34,689.97
14840	Health Insurance	\$88,692.60	\$3,050.00	\$0.00		\$3,050.00	\$85,642.60
	Total 10000 Series	\$566,020.16	\$12,235.48	\$9,191.20	\$0.00	\$43,484.97	\$522,535.19
	Total Budget	\$566,020.16					
	Total Expenditures		\$12,235.48	\$9,191.20	\$0.00	\$43,484.97	
	Total Unexpended						\$522,535.19
	Net (Monthly)		(\$12,235.48)	\$44,910.00	\$0.00		
	FUND BALANCE		(\$6,630.55)	\$38,279.45	\$38,279.45		

Health COVID Vaccinations

The St. Joseph County Department of Health will assist the Indiana Department of Health regarding promotion of the COVID-19 vaccine and conduct direct outreach to minority and hard to reach populations. Grant is valid 07/01/22-06/30/23.

LEAD: Dr. Cerbin - SUPPORT: Amy Ruppe

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$113,898.19)				(\$113,898.19)	
02708	Federal/Grants Reimbursements		\$9,634.35	\$27,387.99		\$243,419.38	
	TOTAL REVENUE	(\$113,898.19)	\$9,634.35	\$27,387.99	\$0.00	\$129,521.19	
	EXPENSES						
Acct	10000 Series						
11144	Nursing Registrar	\$48,329.56	\$7,435.32	\$7,435.32		\$40,894.26	\$7,435.30
11155	Nurses/Other Medical	\$63,425.88	\$9,757.83	\$9,757.83		\$53,668.06	\$9,757.82
11950	Part Time	\$4,500.00	\$0.00	\$1,475.47		\$1,475.47	\$3,024.53
11985	Temporary/Seasonal Help	\$20,026.30	\$748.42	\$1,032.30		\$13,333.86	\$6,692.44
14800	FICA Taxes	\$9,949.29	\$1,372.51	\$1,507.11		\$8,366.89	\$1,582.40
14810	PERF	\$9,035.46	\$1,390.07	\$1,390.07		\$7,645.39	\$1,390.07
14840	Health Insurance	\$22,996.08	\$3,832.68	\$3,832.68		\$19,163.40	\$3,832.68
	Total 10000 Series	\$178,262.57	\$24,536.83	\$26,430.78	\$0.00	\$144,547.33	\$33,715.24
Acct	30000 Series						
36015	Contractual Services	\$18,532.50	\$2,851.16	\$4,276.74		\$15,681.38	\$2,851.12
	Total 30000 Series	\$18,532.50	\$2,851.16	\$4,276.74	\$0.00	\$15,681.38	\$2,851.12
	Total Budget	\$196,795.07					
	Total Expenditures		\$27,387.99	\$30,707.52	\$0.00	\$160,228.71	
	Total Unexpended						\$36,566.36
	Net (Monthly)		(\$17,753.64)	(\$3,319.53)	\$0.00		
	FUND BALANCE		(\$27,387.99)	(\$30,707.52)	(\$30,707.52)		

Health CHWs for COVID

This program focuses on addressing COVID-19 and health disparities in St. Joseph County. This funding supports the training and deployment of eight CHWs in St. Joseph County. The eight CHWs are licensed insurance navigators and provide social needs assessments to community members throughout the county to connect them to housing, food, and other social services. Grant is valid 08/31/21-08/30/24.

LEAD: Cassy White - SUPPORT: Taylor Martin

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
02708	Federal/Grants Reimbursements		\$75,820.80	\$139,765.26		\$322,435.85	
	TOTAL REVENUE	\$0.00	\$75,820.80	\$139,765.26	\$0.00	\$322,435.85	
	EXPENSES						
Acct	10000 Series						
11030	Administrator	\$4,616.51	\$543.10	\$543.10		\$2,987.05	\$1,629.46
11055	Health Officer	\$4,889.52	\$575.21	\$0.00		\$2,588.45	\$2,301.07
11077	Admin. Assistant	\$17,709.60	\$2,083.46	\$2,083.46		\$11,459.03	\$6,250.57
11167	Community Health Worker	\$224,950.53	\$24,407.49	\$25,221.14		\$135,349.03	\$89,601.50
11170	Director of HEED	\$6,621.15	\$778.93	\$778.93		\$4,284.12	\$2,337.03
11176	Assistant Dir Health Equity	\$30,915.93	\$3,637.15	\$3,637.15		\$20,004.32	\$10,911.61
11196	Health Promotion Specialist	\$8,814.24	\$1,036.94	\$1,036.94		\$5,703.18	\$3,111.06
11197	Director of HOPE	\$4,074.64	\$479.34	\$479.34		\$2,636.43	\$1,438.21
11976	Deputy Health Officer	\$6,714.84	\$789.96	\$789.96		\$4,344.78	\$2,370.06
12014	Data Analyst	\$11,000.06	\$1,099.76	\$1,099.76		\$6,048.68	\$4,951.38
14800	FICA Taxes	\$24,742.17	\$2,642.80	\$2,660.46		\$14,611.81	\$10,130.36
14810	PERF	\$35,874.88	\$3,968.29	\$3,311.35		\$21,201.62	\$14,673.26
14840	Health Insurance	\$148,626.93	\$27,238.46	\$2,838.46		\$40,011.47	\$108,615.46
	Total 10000 Series	\$529,551.00	\$69,280.89	\$44,480.05	\$0.00	\$271,229.97	\$258,321.03
Acct	20000 Series						
22148	Field Supplies	\$4,413.74	\$0.00	\$47.94		\$47.94	\$4,365.80
	Total 20000 Series	\$4,413.74	\$0.00	\$47.94	\$0.00	\$47.94	\$4,365.80
Acct	30000 Series						
31015	Consultant Services	\$48,835.00	\$5,295.00	\$7,942.50		\$29,122.50	\$19,712.50
32020	Travel/Mileage	\$10,477.01	\$163.35	\$98.55		\$529.65	\$9,947.36
32050	Conferences & Training	\$25,804.43	\$0.00	\$0.00		\$1,630.25	\$24,174.18
32203	Cell Phones	\$3,930.30	\$0.00	\$735.53		\$1,840.62	\$2,089.68
33368	Public Information & Education	\$211,675.25	\$2,250.98	\$9,373.27		\$17,539.97	\$194,135.28
36015	Contractual Services	\$32,905.61	\$97.20	\$0.00		\$454.95	\$32,450.66
39010	Dues & Subscriptions	\$820.00	\$0.00	\$0.00		\$40.00	\$780.00
	Total 30000 Series	\$334,447.60	\$7,806.53	\$18,149.85	\$0.00	\$51,157.94	\$283,289.66
	Total Budget	\$868,412.34					
	Total Expenditures		\$77,087.42	\$62,677.84	\$0.00	\$322,435.85	
	Total Unexpended						\$545,976.49
	Net (Monthly)		(\$1,266.62)	\$77,087.42	\$0.00		
	FUND BALANCE		(\$71,587.42)	\$0.00	\$0.00		

Health COVID Crisis CoAg

Based on a jurisdiction population tier, the IDoH will provide funding to the LHDs to identify (and hire if necessary) school liaison to support continued infectious disease efforts and to support K-12 schools within the jurisdiction with IDOE required services, immunizations, dental screenings, hearing and vision screenings. The identified team member will be identified as the subject matter expert related to communicable disease response (including COVID-19 response) in schools and school wellness activities.

LEAD: Dr. Cerbin and Dr. Fox

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$531,852.40				\$531,852.40	
02708	Federal/Grants Reimbursements		\$0.00	\$0.00		\$550,000.00	
	TOTAL REVENUE	\$531,852.40	\$0.00	\$0.00	\$0.00	\$1,081,852.40	
	EXPENSES						
Acct	30000 Series						
32550	Miscellaneous Costs	\$531,852.40	\$81,337.07	\$1,072.72		\$82,694.16	\$449,158.24
	Total 30000 Series	\$531,852.40	\$81,337.07	\$1,072.72	\$0.00	\$82,694.16	\$449,158.24
	Total Budget	\$531,852.40					
	Total Expenditures		\$81,337.07	\$1,072.72	\$0.00	\$82,694.16	
	Total Unexpended						\$449,158.24
	Net (Monthly)		(\$81,337.07)	(\$1,072.72)	\$0.00		
	FUND BALANCE		\$1,000,230.96	\$999,158.24	\$999,158.24		

Health Local Health Services

This grant is a long-standing grant from the Indiana Department of Health which allows Local Health Departments to utilize the funds to work on any area in IDoH's long range plan. The St. Joseph County Health Department uses these funds to fund our Health Promotion Specialist and for health outreach, promotion, and education efforts. Carry-forward pays for supplies, travel, educational materials and trainings for staff.

LEAD: Robin Vida

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$46,084.20				\$46,084.20	
01412	State Grant		\$0.00	\$0.00		\$36,336.00	
02708	Federal Grants/Reimbursements		\$1,636.63	\$1,636.63		\$8,776.46	
	TOTAL REVENUE	\$46,084.20	\$1,636.63	\$1,636.63	\$0.00	\$54,860.66	
	EXPENSES						
Acct	10000 Series						
11193	Health Promotion Specialist	\$50,000.00	\$3,846.16	\$3,846.16		\$21,153.88	\$28,846.12
14800	FICA Taxes	\$3,825.00	\$280.67	\$280.67		\$1,550.46	\$2,274.54
14810	PERF	\$5,600.00	\$430.76	\$430.76		\$2,369.18	\$3,230.82
14840	Health Insurance	\$18,300.00	\$4,575.00	\$0.00		\$4,575.00	\$13,725.00
	Total 10000 Series	\$77,725.00	\$9,132.59	\$4,557.59	\$0.00	\$29,648.52	\$48,076.48
Acct	20000 Series						
21030	Office Supplies	\$2,280.00	\$0.00	\$126.99		\$126.99	\$2,153.01
	Total 20000 Series	\$2,280.00	\$0.00	\$126.99	\$0.00	\$126.99	\$2,153.01
Acct	30000 Series						
32020	Travel /Mileage	\$5,167.00	\$977.00	\$0.00		\$2,384.80	\$2,782.20
32203	Cell Phones	\$540.00	\$0.00	\$172.44		\$431.52	\$108.48
33368	Public Info & Educ	\$7,300.00	\$0.00	\$0.00		\$0.00	\$7,300.00
	Total 30000 Series	\$13,007.00	\$977.00	\$172.44	\$0.00	\$2,816.32	\$10,190.68
	Total Budget	\$93,012.00					
	Total Expenditures		\$10,109.59	\$4,857.02	\$0.00	\$32,591.83	
	Total Unexpended						\$60,420.17
	Net (Monthly)		(\$8,472.96)	(\$3,220.39)	\$0.00		
	FUND BALANCE		\$61,825.22	\$58,604.83	\$58,604.83		

Health Trust Fund

This grant was established within the Indiana Tobacco Master Settlement Agreement Fund for the purpose of providing funding for services provided by local Boards of Health in each county. St. Joseph County created a Positive and Adverse Childhood Experiences (PACEs) program that aims to decrease the prevalence and impact of adverse childhood experiences (ACEs) in St. Joseph County by bolstering positive childhood experiences.

LEAD: Dr. Cerbin - SUPPORT: Amy Ruppe

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$296,519.51				\$296,519.51	
01412	State Grant		\$0.00	\$0.00		\$46,828.51	
02708	Federal Grants/Reimbursements		\$0.00	\$0.00		\$0.00	
	TOTAL REVENUE	\$296,519.51	\$0.00	\$0.00	\$0.00	\$296,519.51	
	EXPENSES						
Acct	10000 Series						
12018	PACEs Coordinator	\$60,893.00	\$2,810.27	\$4,684.08		\$23,888.63	\$37,004.37
14800	FICA Taxes	\$4,659.00	\$209.30	\$345.21		\$1,793.52	\$2,865.48
14810	PERF	\$6,821.00	\$314.75	\$524.62		\$2,675.54	\$4,145.46
14840	Health Insurance	\$18,300.00	\$4,575.00	\$0.00		\$4,575.00	\$13,725.00
	Total 10000 Series	\$90,673.00	\$7,909.32	\$5,553.91	\$0.00	\$32,932.69	\$57,740.31
Acct	30000 Series						
32020	Travel/Mileage	\$2,444.00	\$0.00	\$0.00		\$484.87	\$1,959.13
32203	Cell Phones	\$540.00	\$0.00	\$81.56		\$204.32	\$335.68
33368	Public Info. & Educ.	\$500.00	\$0.00	\$0.00		\$0.00	\$500.00
	Total 30000 Series	\$3,484.00	\$0.00	\$81.56	\$0.00	\$689.19	\$2,794.81
	Total Budget	\$94,157.00					
	Total Expenditures		\$7,909.32	\$5,635.47	\$0.00	\$33,621.88	
	Total Unexpended						\$60,535.12
	Net (Monthly)		(\$7,909.32)	(\$5,635.47)	\$0.00		
	FUND BALANCE		\$315,361.61	\$309,726.14	\$309,726.14		

Beacon Safety Pin Grant

This grant was awarded to Beacon Community Impact with SJCDoH, Saint Joseph Health System, Elkhart Dept of Health, and Franciscan Health as subgrantees to improve maternal and infant health and decrease infant mortality across the Northern Hospital region of Indiana. SJCDoH's role is to lead outreach, awareness, and training on topics that will improve overall maternal infant health and eliminate inequities in birth outcomes.
Grant is valid 04/01/21-03/31/25.

LEAD: Robin Vida - SUPPORT: Sally Dixon

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	\$0.00				\$0.00	
02710	Local Grant Reimbursement		\$0.00	\$0.00		\$0.00	
	TOTAL REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	EXPENSES						
Acct	30000 Series						
33368	Public Info & Educ	\$5,626.90	\$82.96	\$1,954.50		\$2,104.09	\$3,522.81
	Total 30000 Series	\$5,626.90	\$82.96	\$1,954.50	\$0.00	\$2,104.09	\$3,522.81
	Total Budget	\$5,626.90					
	Total Expenditures		\$82.96	\$1,954.50	\$0.00	\$2,104.09	
	Total Unexpended						\$3,522.81
	Net (Monthly)		(\$82.96)	(\$1,954.50)	\$0.00		
	FUND BALANCE		(\$149.59)	(\$2,104.09)	(\$2,104.09)		

Safety PIN Grant

From IDoH, this funding supports all activities of MIH Initiatives including the coordinator activities, FIMR Case Review and collaboration with SJCDoH units, community partners through workgroups, projects, educational materials consultation, reports, and presentations. Funds are also used to create, print, and distribute educational materials and to purchase and distribute sleep sacks, cribs, and car seats. Grant is valid 10/01/21-09/20/23.

LEAD: Robin Vida - SUPPORT: Sally Dixon

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$3,600.58)				(\$3,600.58)	
01412	State Grant		\$3,846.70	\$3,547.08		\$23,919.31	
	TOTAL REVENUE	(\$3,600.58)	\$3,846.70	\$3,547.08	\$0.00	\$20,318.73	
	EXPENSES						
Acct	10000 Series						
11782	MIH Coordinator	\$25,138.75	\$3,132.00	\$3,132.00		\$17,226.00	\$7,912.75
14800	FICA Taxes	\$1,971.76	\$238.58	\$238.58		\$1,315.24	\$656.52
	Total 10000 Series	\$27,110.51	\$3,370.58	\$3,370.58	\$0.00	\$18,541.24	\$8,569.27
Acct	20000 Series						
24012	Promotion Supplies	\$14,500.91	\$39.00	\$206.92		\$4,314.99	\$10,185.92
	Total 20000 Series	\$14,500.91	\$39.00	\$206.92	\$0.00	\$4,314.99	\$10,185.92
Acct	30000 Series						
32020	Travel /Mileage	\$3,536.00	\$0.00	\$0.00		\$0.00	\$3,536.00
32203	Cell Phones	\$1,110.00	\$0.00	\$60.00		\$150.00	\$960.00
36015	Contractual Services	\$69,054.50	\$137.50	\$487.50		\$1,437.50	\$67,617.00
	Total 30000 Series	\$73,700.50	\$137.50	\$547.50	\$0.00	\$1,587.50	\$72,113.00
	Total Budget	\$115,311.92					
	Total Expenditures		\$3,547.08	\$4,125.00	\$0.00	\$24,443.73	
	Total Unexpended						\$90,868.19
	Net (Monthly)		\$299.62	(\$577.92)	\$0.00		
	FUND BALANCE		(\$3,547.08)	(\$4,125.00)	(\$4,125.00)		

CHW Safety PIN

The purpose of this program is to close gaps in entry to prenatal care identified through the FIMR Case Review process for mothers whose first system access is WCC. Funding from IDoH supports a partnership with Women's Care Center that embeds 2 SJCDoH CHWs at 4 WCC facilities, who upon referrals from WCC counselors, assist mothers and families with connection to insurance, prenatal (medical) care, and other social needs. Grant is valid 01/01/22-12/31/23.

LEAD: Cassy White - SUPPORT: Sally Dixon

		Budget	April	May	June	TOTALS	Unexpended
Acct	REVENUE						
00000	Beginning Balance	(\$15,752.70)				(\$15,752.70)	
01412	State Grant		\$10,714.60	\$16,190.67		\$56,859.31	
	TOTAL REVENUE	(\$15,752.70)	\$10,714.60	\$16,190.67	\$0.00	\$41,106.61	
	EXPENSES						
Acct	10000 Series						
11167	Community Health Worker	\$105,543.55	\$5,946.70	\$5,946.70		\$32,706.85	\$72,836.70
14800	FICA Taxes	\$24,762.42	\$427.93	\$427.93		\$2,367.11	\$22,395.31
14810	Perf	\$12,620.89	\$666.04	\$666.04		\$3,663.22	\$8,957.67
14840	Health Insurance	\$54,000.00	\$9,150.00	\$0.00		\$9,150.00	\$44,850.00
	Total 10000 Series	\$196,926.86	\$16,190.67	\$7,040.67	\$0.00	\$47,887.18	\$149,039.68
Acct	30000 Series						
32020	Travel /Mileage	\$1,123.20	\$0.00	\$0.00		\$0.00	\$1,123.20
32050	Conferences & Trainings	\$3,015.70	\$0.00	\$0.00		\$80.10	\$2,935.60
32203	Cell Phones	\$1,018.00	\$0.00	\$120.00		\$300.00	\$718.00
33368	Public Info & Educ	\$1,083.00	\$0.00	\$0.00		\$0.00	\$1,083.00
39750	Information Technology	\$212.18	\$0.00	\$0.00		\$0.00	\$212.18
	Total 30000 Series	\$6,452.08	\$0.00	\$120.00	\$0.00	\$380.10	\$6,071.98
	Total Budget	\$203,378.94					
	Total Expenditures		\$16,190.67	\$7,160.67	\$0.00	\$48,267.28	
	Total Unexpended						\$155,111.66
	Net (Monthly)		(\$5,476.07)	\$9,030.00	\$0.00		
	FUND BALANCE		(\$16,190.67)	(\$7,160.67)	(\$7,160.67)		

FOOD SERVICES UNIT

	Month	YTD 2023	YTD 2022	YTD 2019
Food Store Complaints	1	10	9	5
Food Service Complaints	18	83	81	82
Civil Penalties	0	0	0	1
Health Officer Hearings	0	0	0	1
Abatements Correspondence	0	1	5	23
Possible Foodborne Illness Investigations	2	7	4	5
Opening Inspections	10	49	68	93
Inspections	341	1489	1133	1190
Plan & Review/New Constr./Remodel	1	10	17	21
Fire Investigations	0	1	4	5
# Establishments Requested to Close	0	0	0	2
Number of Temporary Events	27	64	68	84
Temporary Inspections	31	118	145	210
Mobile Inspections	1	10	6	49
Meetings	10	29	33	19
Smoking Information				
Smoking Complaints	0	3	0	0
Smoking Appeals Hearings	0	0	0	0
Pool Information				
Pool Inspections	5	8	1	0
Pool Consultations	2	2	0	4
Pool Complaints	0	3	0	0
Pool Closings	5	13	0	0

May 16 Food Unit staff met, at the Main Library, for an afternoon of team building and in-service training. Anticipated Indiana Sanitation code revisions were reviewed. The team discussed how inspection procedures will be impacted and brainstormed about implementation strategies to inform and on-board St Joseph County food establishments once the new code is adopted. Current code became effective November 2004.

1489 YTD routine inspections, performed in May, is a **31.4%** increase over the **1133** inspections completed for first 5 months of 2022. The increase is again directly attributed to our proficient Food Safety Inspection Officer (FSIO) staff being at budgeted levels and all fully trained.

HEALTH EQUITY, EPIDEMIOLOGY, AND DATA (HEED) UNIT

Community Health Worker (CHW) Programs

CDC CHWs:

In **May 2023**, we had 8 CHWs through our grant from the Centers for Disease Control and Prevention (CDC) stationed in twelve census tracts with the highest social vulnerability index and/or social needs. These CHWs worked to build relationships with residents of their assigned census tracts while providing resource navigation, insurance navigation, COVID-19 testing, and outreach events for residents.

Social Needs Assessments:

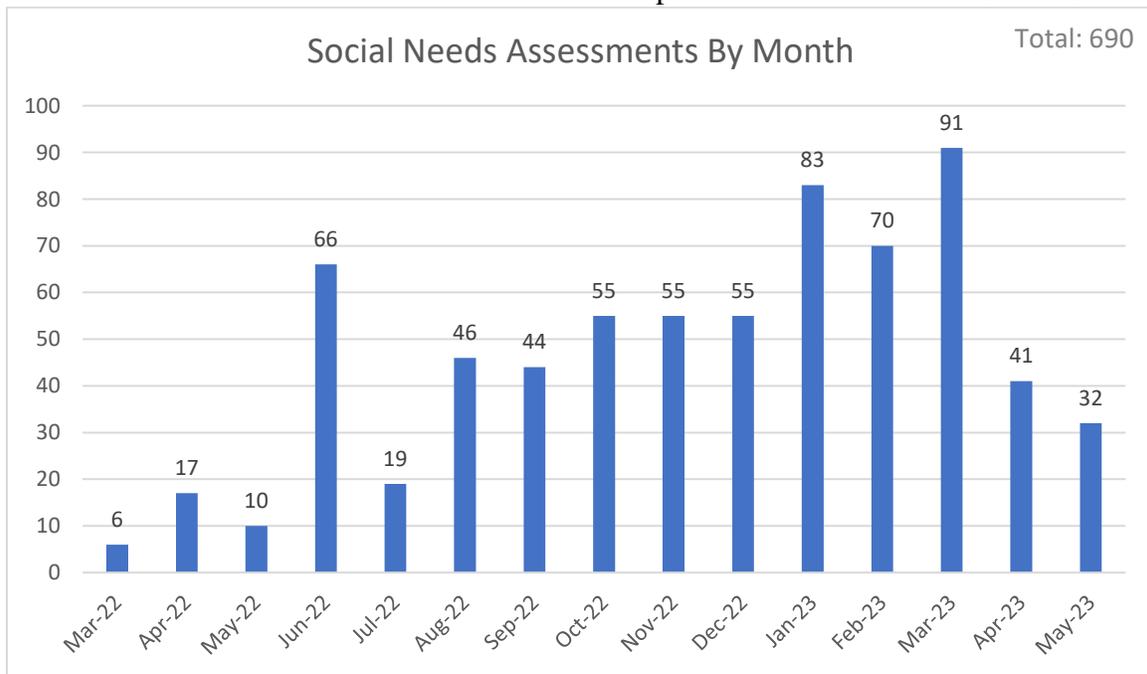
Social Needs Assessments (SNAs) are available on our website, and through community partners, for any public member to fill out to request assistance with resource navigation or insurance referrals. Our team responds to the completed surveys within 48 business hours to provide resources for the requested needs by the community member. When needed, our CHWs will assist individuals in filling out applications.

Month

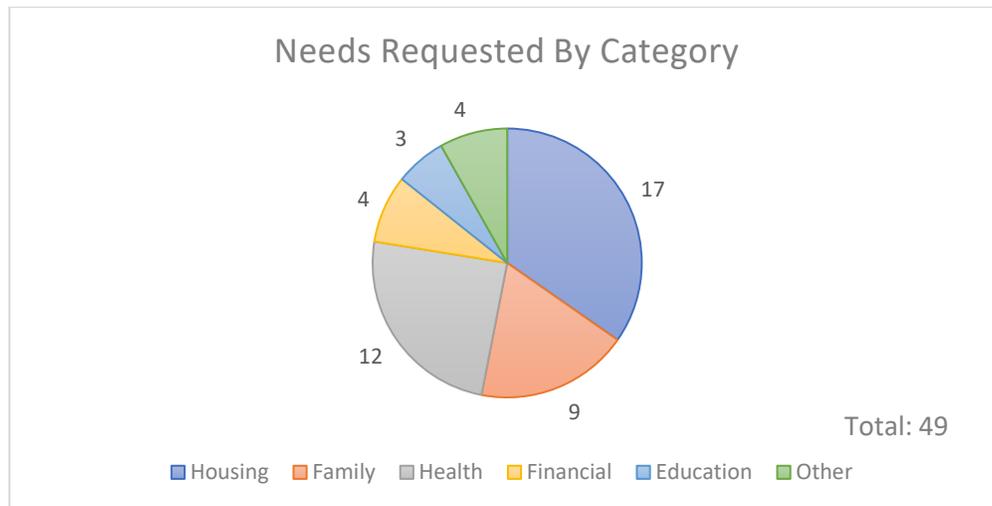
In **May**, our team received **32** SNAs from individuals requesting resources and **3** SNAs with no identified needs. A total of **49** resources were requested on the SNAs. Of the SNAs completed, **29** individuals were reached, and **30** people and/or families were connected to **19** resources that could assist them with their needs.

Visuals for CDC CHWs

Total number of Social Needs Assessments completed since launch date 03/15/2022.



Visuals for May's Numbers



Insurance Navigation:

Through the SNAs, the CHW team is connected with individuals and families that need assistance obtaining or changing their insurance coverage. Currently, we have 8 CDC CHWs who have completed their insurance navigation certification and can assist with these requests. FSSA, or Medicaid, can take a minimum of 60 days to initiate coverage from when the process was started.

Month

In **May**, our team received **7** separate requests for insurance assistance. Our team assisted **12** adults and children in applying for insurance.

Of the requests for insurance assistance, **2** were ineligible for insurance, both ineligibilities were due to citizenship status. Our CHWs connect those ineligible for insurance with providers and specialists offering sliding-scale services.

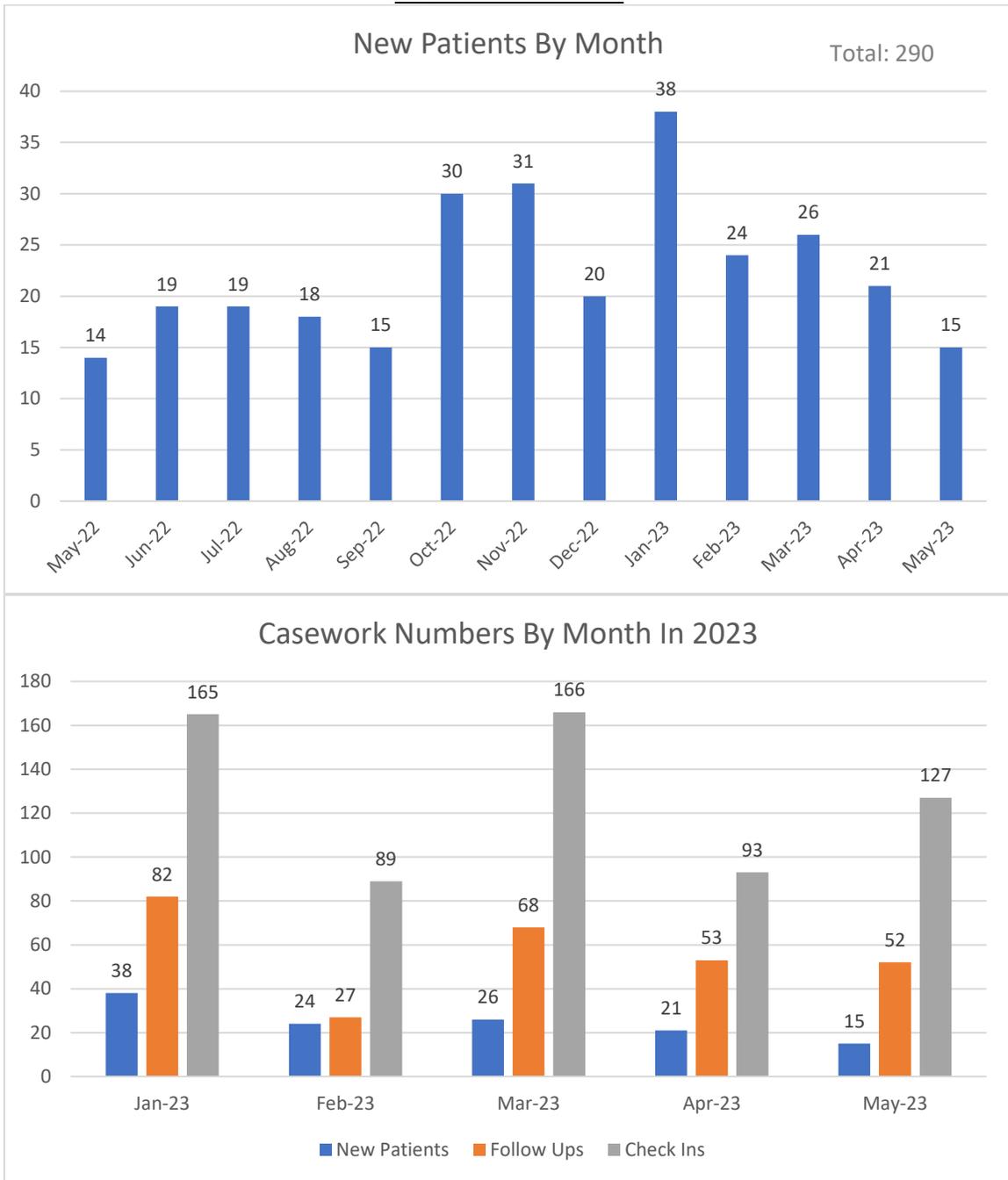
Maternal/Infant Health (MIH) CHWs:

The MIH CHWs are embedded within the Women's Care Center (WCC) to provide insurance navigation, resource referral, and connection to prenatal care for pregnant individuals. Clients are referred to the MIH CHWs by WCC counselors when it is identified that a client needs insurance or other social resources. The MIH CHWs follow up with clients at the 7-day, 10-week, 15-week, 24-week, 30-week, and 34-week mark. This program aims to ensure that all pregnant people in St. Joseph County have access to medical services to improve the health and birth outcomes of our residents. This program launched in May 2022.

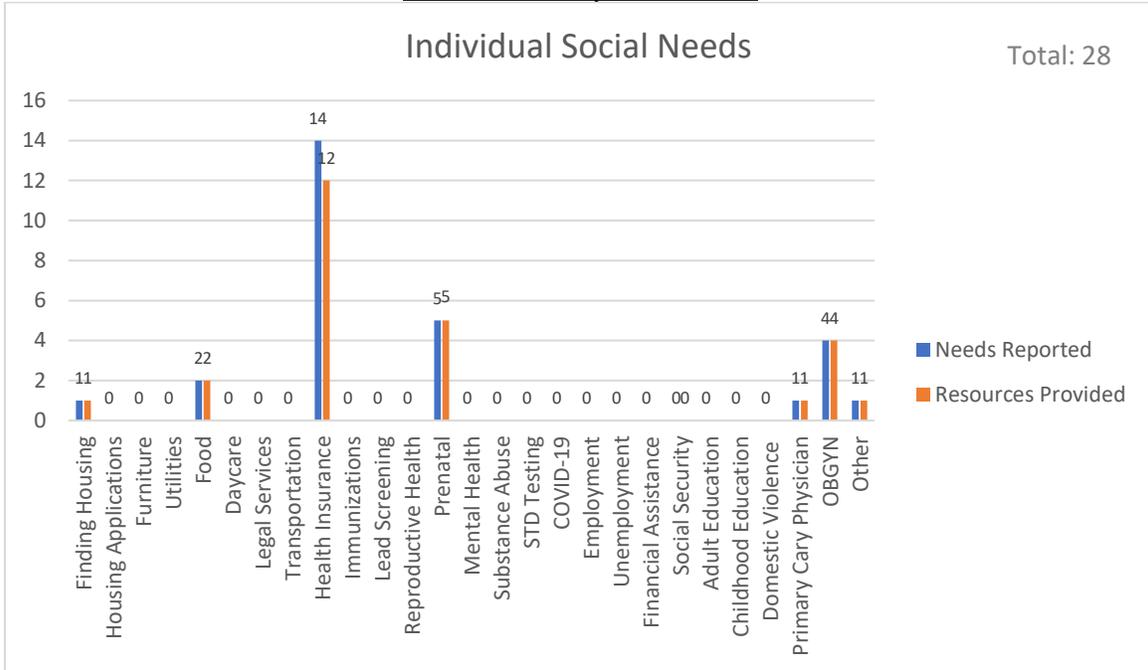
Month

In **May**, WCC counselors referred **15** clients to our MIH CHWs. **15** of **15** clients identified social needs. The **15** clients identified a total of **28** needs. **10** of the **15** clients identified that it was their first pregnancy, and **5** of the **15** clients are classified as high-risk due to current or past medical complications. The MIH CHWs assisted **7** of the **15** clients in applying for or switching their insurance to a pregnancy plan.

MIH CHWs Visuals



Visuals for May's Numbers



PACEs:

Positive and Adverse Childhood Experiences

May 2023

Project Area	Project Description	Monthly Update
Positive Childhood Experiences (PCE) Data	The goal of this project is to establish a process to measure and increase exposure to Positive Childhood Experiences among youth and adolescents in St. Joseph County	<ul style="list-style-type: none">● Scheduled to meet with SBCSC principals the week of May 8● Round 2 of PCE surveys scheduled week of May 15● Post-Survey focus groups scheduled for May 22● Manuscript in progress
ACEs, Suicide and Overdose	This project develops a community-based framework to prevent suicide and overdose by addressing ACEs. The primary focus area is to target the shared risk and protective factors for ACEs as an upstream prevention mechanism for suicide and overdose.	<ul style="list-style-type: none">● NACCHO grant to address ACEs, Suicide and Overdose is in progress.● Initial efforts underway to identify strengths and gaps in community capacity.● Grant participation includes monthly technical assistance calls and group learning sessions.
Community Partnerships	This project aims to develop concrete partnerships with local and state organizations that support PACEs work.	<ul style="list-style-type: none">● SJC Cares committees are ongoing and focused on mental health and suicide.● PCE data is being shared in various community groups working with children and families.
Funding and Research	This program area focuses on maintaining the Department of Health’s knowledge of PACEs and opportunities for extramural funding that can support high-priority SJC PACEs projects.	<ul style="list-style-type: none">● Current funding partners:<ul style="list-style-type: none">○ NACCHO○ Notre Dame Emerging Opportunities in Health

Marketing Update:

Health observances for each month are highlighted on social media and the DoH website. For the month of May, the health observance was for Human Papilloma Virus.

May- 23								
Type	Unit							
	HEED	Environmental	Immunizations	HOPE	Nursing	Admin	Foods	
Digital Media	3		4				1	
Website Change				3		2		
NEWLY DESIGNED Material			7	1				
Digital Flyers (PDF, logo, flyers etc)								
CHANGE of Existing Printed Material			1					
Social Media		1						
REPRINTS of Existing Printed Material (No Changes)	5							
Total	8	1	12	4		2	1	
Grand Total of All Marketing Requests								28



Community Boards, Meetings, Reports, and Committees

- Participated in the Health Alliance meeting.
- Participated in the Lead Affinity meeting.
- Participated in SJC Food Access Council meeting.
- Participated in Fetal Infant Mortality Review meeting.

- Director of HEED serves as Data, Analytics and Grants (DAG) subcommittee chair for the Health Improvement Alliance.
- Assistant Director of Health Equity serves on the SJC Cares DEI committee.
- PACEs Coordinator participated in SJC Cares.

HEALTH OUTREACH, PROMOTION & EDUCATION (HOPE)

	Total Number of Releases by DoH	Media Stories Featuring DoH
Media Engagement	3 COVID Metrics 0 Unique 0 Public Notice 0 Media Roundtable 0 Press Conference	SB Tribune = 3 WSBT = 4 WNDU = 0 ABC57 = 0 WVPE= 1

<https://www.southbendtribune.com/story/news/2023/05/18/amy-drake-calls-health-equity-marxist-as-council-tables-naloxone-grant/70226753007/>
<https://www.southbendtribune.com/story/opinion/letters/2023/05/19/letter-writers-on-county-council-member-gun-violence-solutions/70227851007/>
<https://www.southbendtribune.com/story/news/2023/05/24/naloxone-narcan-grant-passes-council-after-drake-asks-equity-marxism/70248237007/>
<https://wsbt.com/news/local/lead-exposure-program-being-developed-in-st-joseph-county-partnership-health-department-university-notre-dame-beacon-health-grant-commissioner-derek-dieter-app-development#>
<https://wsbt.com/news/local/councilwoman-cites-marxism-critical-race-theory-in-narcan-grant-opposition-st-joseph-county-amy-drake-board-of-health-equity-overdose-access-community-language-crt#>
<https://wsbt.com/news/local/st-joseph-county-responds-to-end-of-covid-health-emergency-insurance-transmission-global-pandemic-at-home-testing-hospitals-vaccine-county-city-building-free-test-long-covid#>
<https://wsbt.com/news/local/making-progress-towards-new-health-officer-applicants-board-narcan-box-interim-search-job-opening-joseph-cerbin-john-linn-deadline-replacement-council-budget-grant-language-st-joseph-county-indiana#>
<https://www.wvpe.org/2023-05-09/indiana-health-departments-getting-millions-of-new-state-dollars-if-local-elected-leaders-allow-it>

	Total Number of Posts	Total Reach* (unique people who've seen our posts)	Total Post Engagement
Social Media	11	4,891	1,171

	ESSENCE Alerts	Narcan Distribution (doses)	Wound Care Kits Distribution
Substance Abuse	0	391	25

	ESSENCE Alerts
Suicide	0

*An ESSENCE alert is given when an abnormal number of cases presents to either ER over a 24-hr time period on 2 consecutive days.

Attended Activities/Meetings:

- SJC Cares Suicide Prevention Committee meeting
- Partnership for Drug-Free SJC Monthly Meeting, Executive Committee Meeting, Community awareness meeting, and advocacy and policy meetings
- Health Improvement Alliance ELC meeting
- Suicide & Overdose Fatality Review Meeting
- IN Suicide Advisory Board Meeting
- Upper Room Recovery Board Meeting

Various meetings with Mentees from WI and OH for NACCHO mentor/mentee grant
Various meetings with Coroner's office and Overdose Fatality Review experts to ensure best practices
Various meetings with 525 Foundation on Drug Disposal Grant; youth summit planning, prevention conference planning
Various meetings with Oaklawn to discuss MAT project, Narcan, etc.
Various meetings held with community stakeholders on substance use efforts including data, etc.
Various Meetings with DoH Units (HPV cancer prevention, Immunization efforts)
Various IDOH meetings RE: updates, grant updates, School liaison, etc. including IDOH
Regional Meetings for GPHC (SB4)
Various meetings with SJC County Council RE: NACCHO mentor grant program
Narcan Training at Portage Township Trustee Office
Presentation for Real Services Home Health workers on the importance of infection prevention

Highlights:

Director of HOPE continues work on her strategic workplan for addressing overdose and opioid use disorder. Current focus in on creating data equity and improving surveillance, Narcan distribution reporting, overdose reporting, and identifying additional key indicators. Key piece of next steps including supporting best practices of the opioid settlement monies with community stakeholders.

Health promotion specialists continue to assist with the development of outreach/education materials for CHWs as well as curriculum for CHWs. Health Promotion Specialists also continue to work with other Units in the Department to create outreach materials etc.

Director of HOPE and HOPE team continue to develop a culture of public health in St. Joseph County; refine communications internally and externally.

Sally Dixon, Maternal Infant Health Initiatives Coordinator submitted her resignation on Thursday, May 25; effective June 20.

FIMR Case Review and FIMR Reporting

Case Review Recommendations to reduce infant mortality and improve birth outcomes for all people in St. Joseph County

1. Eliminate racial, ethnic, and socioeconomic disparities in birth outcomes
2. Provide data and information to support policy and legislation that will improve birth outcomes.
3. Facilitate connection of mothers to first trimester prenatal care and resource navigation.
4. Integrate clinical care and community-based organizations to provide connection to care, support, and resources throughout pregnancy & postpartum.
5. Improve sleep related death prevention education for providers and families.
6. Improve women's pregnancy health through access to information and medical care before, during, and after pregnancy.

FIMR Case Review and FIMR Reporting. (All recommendations come from this process)

- Case abstractions and summary preparation and weekly check ins with medical record abstractor.
- Record requests to participating agencies.
- Case Review Meeting took place on May 19, 2023. The review of 2022 cases were completed.
- Next Case Review scheduled for Friday; July 21 is tentative depending on decision by Robin. FIMR activities may be placed on hold pending funding decisions regarding the FIMR Safety PIN grant RFP, due out any day, or whether to build FIMR into the SEA4 public health funds. Lauren Rose, RN who assists with medical record abstraction in a contract position, has expressed interest in continuing to surveil cases and possibly continue case review in some fashion.

- An extra meeting took place on May 30th to inform the FIMR Case Review team of Sally’s resignation, effective June 20th.
- As of May 8, 2023:
 - 2022 Data:
 - 30 infant deaths. 15 Fetal Deaths (*For reference, 2021: infant deaths 31, fetal deaths 15*)
 - 2023 Data:
 - 13 infant deaths (increase of 3 since May 8), 8 fetal deaths (increase of 1 since May 8)

FIMR Community Action: Maternal Infant and Preconception Health Workgroup (Recommendations 1, 4, 6)

- The Maternal Mental Health Event took place on May 4th, with 58 attendees. The event was well received as demonstrated by the evaluations (report attached) completed by the physicians in attendance for their CME.
 - Several physicians requested follow up for their practices regarding community program and resource information and more details about the new Indiana CHAMP program that offers physicians same day psychiatric consultation regarding their patients’ care.
 - The May 5th event, also sponsored by the SJCDoH, was attended by 100 people, and included maternal mental health topics, the same speaker as the May 4th event, and several breakout sessions.
- Meeting on 5/9/2023 to follow up from the MMH event and continue work on the Maternal Infant Health Program and Resource catalog created for the May events. The Maternal Infant Health Workgroup will approve designs for QR code cards, stickers, and magnets at the June meeting that will be distributed to provider offices and community partners so that mothers and families will have access to the support available to them in St. Joseph County.
 - The designs are through collaboration with Kristen Sachman and include these:



- A recording was made of Dr. Arnaudo’s lecture that we will make available to both hospitals’ education departments. We’ll also distribute the Indiana CHAMP flyers to both departments because the psychiatric consults are available to all disciplines, not just during perinatal care.

SJDOH FIMR and WCC CHW Project (Recommendations 1,3,4,5, & 6)

- Continuing bi-monthly check ins with CHWs and monthly with WCC staff, Bev Horton. We review clients served and any care topics.
- Participating in evaluation of resumes to hire new CHW to fill the vacant position after Tracina Chism-Fikes resignation.

FIMR Community Action: Birth Equity & Justice SJC (1, 2, 3, 4, 6)

- Met May 11th at the Southeast Neighborhood center and via Zoom. 15 attendees.

- Discussion continued regarding process to have funds returned for use to complete the “Sharing Pregnancy & Birth Story Café” project. Will possibly have a proposal ready for the June Board of Health meeting to begin the process.
- Met May 31st with other community partners who participated in the Birth Equity Assessment to review the report and consider next steps. Sally shared slides that show the timeline for how addressing inequities in birth outcomes became a priority for Maternal Infant Health Initiatives.
- The Birth Equity Assessment is available on the Maternal Infant Health Initiatives webpage, [here](#).
- A FOIA request was made for the Birth Equity Assessment while the above steps were in progress. The link to the webpage was shared with the individual requesting the information on June 2.

Community Boards, Meetings, Reports, Presentations, and Committees and Connections (All recommendations)

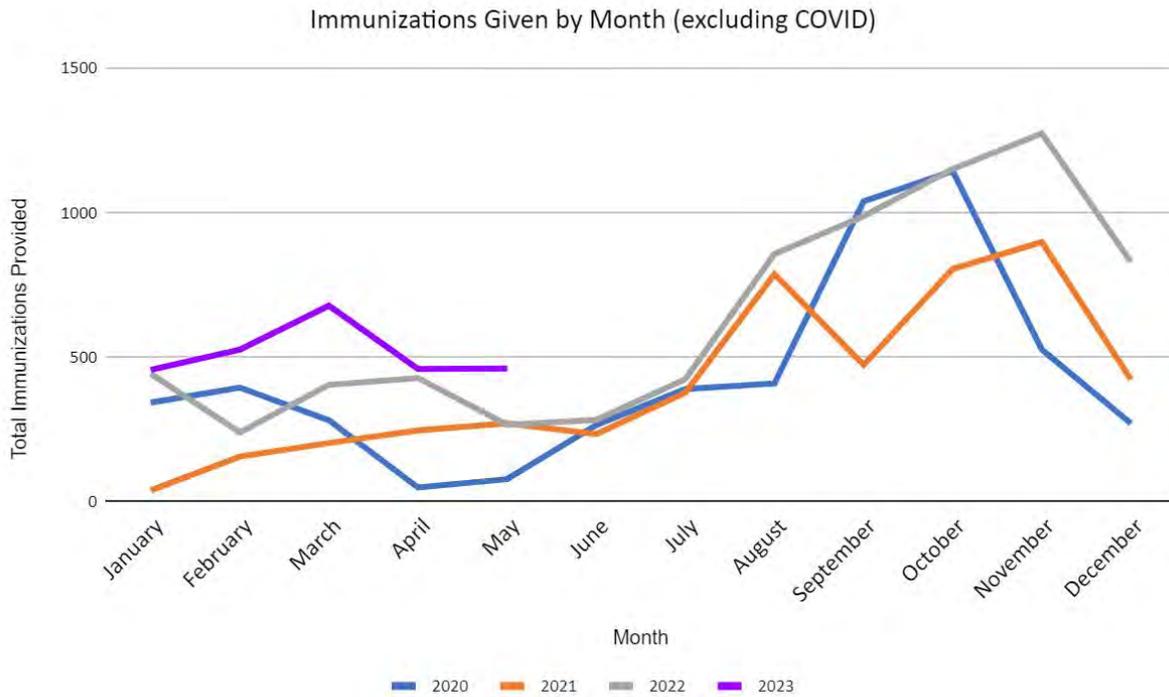
Maternal Infant Health Initiatives Coordinator:

- The MIHI report for 2017-2021 will be completed and available prior to the MIHI coordinator’s last day on June 20.
- Attended Indiana Perinatal Quality Improvement Collaborative (IPQIC) Women’s Health committee meeting on May 10.
- Presented information about legislative updates (attached) and the Maternal Infant Health Catalog at the Healthy Babies Consortium meeting on May 17
- Attended IDoH State FIMR Coordinator quarterly meeting on May 18, via Zoom.
- Presented data for Saint Joseph Health System steering committee for IDoH grant to help determine focus of funding on May 30.
- Met with community partners to review Birth Equity Assessment on May 31.

NURSING

IMMUNIZATION UNIT

Immunizations					
	May 2023	YTD 2023	YTD 2022	YTD 2021	YTD 2020
Unique Patients Seen (including COVID immunizations)	431	1,605	3,322	61,493	497
Total Immunizations Given (including COVID immunizations)	696	3,160	4,528	69,354	1,147
Total Immunizations Given (excluding COVID immunizations)	461	2,580	1,781	916	1,147



MOBILE CLINIC

In May, the mobile team partnered with the Beacon Community Impact Covid Outreach team and did several successful covid booster clinics. We also continued our series of clinics at the BABE Store and WIC clinics, did a couple follow-up clinics to take care of patients who needed second doses to complete immunization series we started for them last month, and had a school-based clinic in the evening hours.

For routine immunizations, the mobile team saw 40 patients and administered 83 routine immunizations. We also administered 201 covid vaccinations.

Clinics

5/3/23 1 Roof SE Center/WIC

5/4/23 BABE Store

5/9/23 Motels 4 Now

5/10/23 Oaklawn Youth Campus

5/11/23 AIDS Ministries

5/16/23 Oak St. Health on Western Ave.

5/16/23 Center for Homeless

5/17/23 Catholic Charities Food Pantry

5/17/23 Mishawaka High School Sports Physicals

5/19/23 Our Lady of the Road

5/22/23 El Campito Daycare

5/25/23 Brown Community Learning Center

5/31/23 1 Roof SE Center/WIC

PUBLIC HEALTH NURSING

TUBERCULOSIS						
	May 2023	YTD 2023	YTD 2022	YTD 2021	YTD 2020	YTD 2019
Directly Observed Therapies	12	91	1418	588	622	1443
Nurse Visits	22	146	324	90	179	162
QFT Ordered	0	3	50	19	26	56
CXR	1	2	5	0	8	56
New Active Cases	0	1	7	9	4	7
<i>Active TB Cases Following</i>	1	3	12	11	7	21
<i>Latent TB Cases Following</i>	22	60	56	21	38	37
ANIMAL BITES						
	MAY 2023	YTD 2023	YTD 2022	YTD 2021	YTD 2020	YTD 2019
Animal Bites	47	173	441	146	122	143
Specimens Sent to ISDH Lab	2	14	75	13	21	22
Specimens Positive	0	0	0	0	0	0

Nursing Division has been normal this month. Our Mobile Unit has done at least 14 clinics even with vacations! We have seen a total of 431 patients and have given 696 immunizations including Covid! One of our Mobile team nurses broke a finger and will be limited on what she can do. However, we will continue to cover and make sure we are ready for our busy season for school age vaccinations.

Public Health Nursing is continuing to cross train our full-time immunization nurse so that she can help with communicable disease. Right now, state is helping St. Joseph County with certain communicable disease investigations on a temporary basis. The goal is for our team to have enough staff trained to handle our own cases.

VITAL RECORDS UNIT

	<u>Records Filed in May 2023</u>	<u>YTD 2023 Occurrences</u>	<u>YTD 2022 Occurrences</u>	<u>YTD 2021 Occurrences</u>	<u>YTD 2020 Occurrences</u>
<u>Birth Statistics*</u>					
Total Births	301	1644	1721	1664	1558
<u>Death Statistics*</u>					
Total Deaths	269	1399	1478	1437	1316

Birth & Death data reflected as of 06/07/2023.

***Statistics are subject to change. Statistics were generated from our local hospitals, Chronica, and DRIVE. ***

COMBINED UNIT LEAD PROGRAM

Environmental lead is harmful to the physical, mental, and social development of young children. To combat the risks that lead poses to children and families, the Department utilizes a collaborative, multi-unit response that includes the Public Health Nursing, Environmental Health, and HEED Units to provide services to St. Joseph County residents.

While there is no safe level of lead in the blood, in July 2022, the Indiana Department of Health (IDOH) lowered the reference threshold for blood lead levels (BLL) from 10µg/dL to 5µg/dL. Any confirmed result of 5µg/dL and above is enrolled in case management until there are two consecutive levels below 5. Results between 3.5 – 4.9µg/dL are monitored until the level drops to below 3.5µg/dL.

Testing

Lead Tests Across St. Joseph County

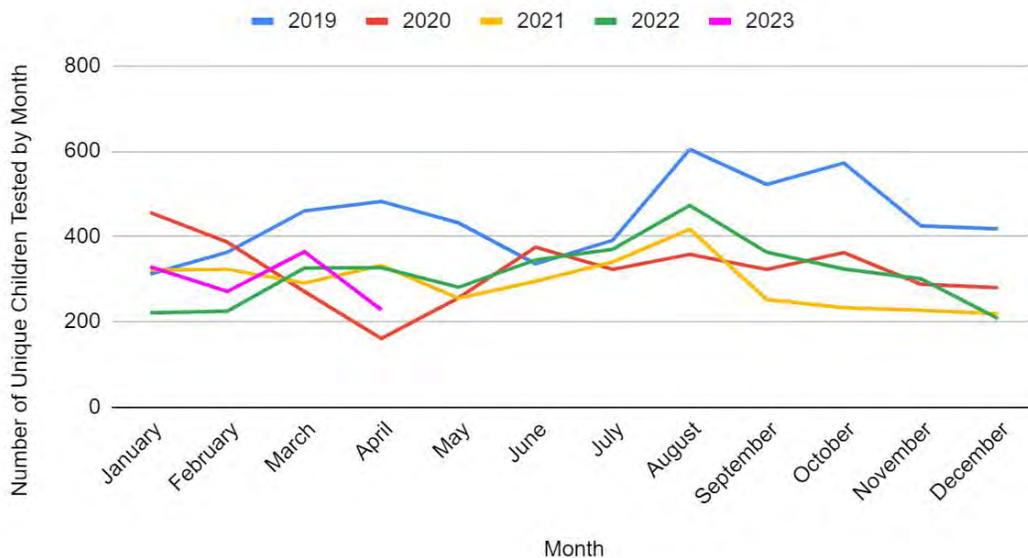
This chart is always two months behind due to when it is received from IDOH. For example, on June 1, 2023, the report will include all lead tests drawn in April of 2023.

Tests drawn from April 1, 2023 – April 30, 2023

Pb Level (ug/dL)	Venous	Capillary	Unknown	Total
0	38	63	1	102
0.1-3.4	24	65	1	90
3.5-4.9	3	9	0	12
5-9.9	9	7	0	16
10-19.9	4	1	0	5
20-29.9	2	0	0	2
30-39.9	1	0	0	1
40-49.9	0	0	0	0
≥50	0	0	0	0
Total	81	145	2	228

There was one duplicate tests in the month of April, 228 unique children were tested.

Unique Children Tested by Month



Elevated Tests by Zip Codes

This table provides where we are seeing the most amount of elevated lead draws in the County by zip code. For example, in 2022, the zip code of 46628 repeatedly had one of the highest amounts of elevated lead tests. This could stem from a variety of factors (i.e., population size).

Zip Code	YTD 2023	YTD 2022
46628	16 elevated	12 elevated
46619	16 elevated	<5 elevated
46613	11 elevated	6 elevated
46601	8 elevated	5 elevated
46545	5 elevated	<5 elevated
46616	<5 elevated	<5 elevated
46614	<5 elevated	<5 elevated
46544	<5 elevated	6 elevated
46615	<5 elevated	<5 elevated
46561	<5 elevated	<5 elevated
46617	<5 elevated	<5 elevated
46530	<5 elevated	<5 elevated

Community Outreach Settings

One part of the lead initiative is to offer lead testing for children aged 6 years and younger. We provide testing to the community by hosting lead events at daycares, churches, or elementary schools. We aim to host two events per month. The events are organized and conducted by the Health Promotion Specialist, Assistant Director of Health Equity and the CHWs from the HEED unit.

	May 2023	YTD 2023	YTD 2022	YTD 2021
Events	4	19	7	0
a. Children Tested	17	113	74	0

Case Numbers

Public Health Nursing receive elevated blood lead level (EBLL) reports from IDoH. They create and assign lead case investigations based on the lead level. A Public Health Nurse receives cases for management with elevated levels ≥ 10 ug/dL. Community Health Workers (CHWs) receive cases for management with levels between 5 ug/dL and 9.9 ug/dL. In addition to case management, the CHWs follow up on unconfirmed cases (those who have an initial test with a BLL above 3.5 ug/dL) and families in case monitoring (confirmed BLL of 3.5-4.9 ug/dL). For unconfirmed cases, our CHWs attempt to hand deliver education and forms for the child to receive a confirmed test at LabCorp. The Disease Investigation Specialist follows up with primary care providers and parents for repeat testing and risk assessment requirements.

Current Case Numbers as of 5/31/2023

Case Management	Case Monitoring	Unconfirmed Cases
64	84	47



Risk Assessments

The Environmental Health Unit’s lead risk assessor’s role is to determine potential sources of exposure to lead through dust sampling, soil sampling, water sampling, and XRF testing of paint and other miscellaneous items such as toys or furniture. The environmental risk assessment helps families understand where the lead exposure is likely coming from, how to address these hazards to mitigate further exposure, and how to prevent new lead hazards from appearing in the home.

Activity	May 2023	YTD 2023	YTD 2022	YTD 2021	YTD 2020
A. Lead Risk Assessments	12	38	18	34	21
i. EBLL Assessments	8	23	3	10	6
ii. Parent Requests	4	15	15	24	15
B. Clearances	5	26	7	8	17

HEALTH OFFICER

Report in the Health Officer Presentation and Report portion.

Respectfully,

Joseph H. Cerbin, MD
Health Officer

St. Joseph County Funding Information

Counties that opt-in will receive enhanced funding. Funding will be distributed on a sliding scale dependent upon how many counties opt-in. The minimum and maximum funding amounts available to your county are listed below.

OPT IN

2024: Minimum: **\$3,172,602**

Maximum: **\$4,230,136**

County Match: Average of county tax levy-related funds distributed to the LHD in the preceding three years (2021, 2022, 2023). Will be provided in the near future.

2025: Minimum: **\$6,345,204**

Maximum: **\$8,460,272**

County Match Minimum: **\$1,330,446**

County Match Maximum: **\$1,773,928**

- OR -

OPT OUT

Legacy amount from Local Health Maintenance fund/Trust: **\$166,329.01**

Funding Requirements

- | | | |
|--|--|--|
|  Communicable disease prevention and control |  Vital statistics |  Tobacco prevention and cessation |
|  Student health (IC 16-18-2-79.5 (14)) |  Fatality review (child, suicide, overdose) |  Maternal and child health |
|  Testing/counseling for HIV, HCV, STI |  TB control and case management |  Emergency preparedness |
|  Referrals to clinical care (IC-18-2-79.5 (22)) |  Chronic disease prevention and reduction |  Childhood lead screening and case management |
| |  Trauma and injury prevention and education |  Child and adult immunizations |

At least 60% of funding must be spent on these core services

- | | | |
|---|---|---|
|  Food protection |  Pest/vector control and abatement |  Public/semipublic pool inspection and testing |
|  Residential onsite sewage system permitting and inspections |  Orders for decontamination of property used to illegally manufacture controlled substance | |
|  Sanitary inspection and surveys of public buildings |  Sanitary operation of tattoo parlors and body piercing facilities |  Sanitary operation of facilities where eyelash extensions are performed |

No more than 40% of funding may be spent on these core services

Other Funding Information

- Counties may opt-in or opt-out in any fiscal year.
- Counties (and cities with a municipal health department) must set up new standardized non-reverting “local public health services fund” to receive these new state dollars. The 60/40 requirements only apply to state funds, not the county match. The county match/share may consist of funds attributable to taxes and miscellaneous revenue, but it may not include fees collected by the local health department, federal funds or private funds.
- Counties may issue grants to and enter into contracts with local partners to provide core public health services.
- Before a LHD may hire a new position or contract with a third party to provide core services, they must post the position or contract publicly for 30 days (applies to opt-in counties only).
- Capital expenses paid for with state funds are capped at 10% each year. These include:
 - Purchase, construction, or renovation of building or other structures
 - Land acquisition
 - Purchase of vehicles and other transportation equipment
- Any funding the LHD received under the prior funding mechanism stays with the county. We are working with the State Board of Accounts on guidance regarding the use of any carryover funds going forward.
- IDOH has contracted with CDC Foundation for a 5-person team to provide technical assistance to LHDs upon request through August 2023 Link for our CDC Foundation IDOH Assistance Request form:
<https://app.smartsheet.com/b/form/e788f5ae84964248bb7487f17b021f0f>

Technical assistance available:

- General budget support and how to use templates
 - Core public health service delivery
 - Brainstorming innovative solutions and sharing best practices
 - Connecting LHDs with community-based organizations
 - Support on KPI reporting and evaluating impact
 - Information and support for LHDs to complete community health assessments
- Office hours for IDOH subject matter experts for the core services have been scheduled. Click to select a date and time:
 - [Lead](#)
 - [Immunizations](#)
 - [Tobacco](#)
 - [Nutrition & Physical Activity](#)
 - [Food Protection](#)
 - [School Health](#)
 - [Environmental Public Health](#)
 - [Epidemiology](#)
 - [Vital Records](#) (May 16 webinar)
 - [Maternal Child Health & Fatality Review](#)

Next steps:

- Convene local partners (County Commissioners, LHB members, LHD, healthcare providers, not-for-profit entities, community-based organizations, etc.) to discuss the core services and plan.
- Establish a county health plan and budget (financial report) for the new state funds and only delivery of core public health services. Make sure the plan meets the 60/40 guidance and no more than 10% of the funds are budgeted for capital projects.
- Submit 2024 budget for new funds to County/City Council for normal budget approval.
- County Commissioners vote to opt-in to new funding by Sept. 1, 2023.
- Submit financial report (budget plan) to IDOH and State Budget Committee by Sept. 1, 2023.



Eric J. Holcomb
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

Core Public Health Services Health First Indiana

At least 60% of funding must be spent for preventive core services:

Tobacco Prevention and Cessation

- LHDs shall promote tobacco and addictive nicotine prevention and cessation programs and services.
- LHDs should provide a representative to the local tobacco control coalition if one exists. If one does not exist, LHDs should work with partners to develop or join an existing tobacco control coalition.

Chronic Disease Prevention

- LHDs should engage in services that will prevent and reduce chronic diseases such as obesity, diabetes, cardiovascular disease (including hypertension and hyperlipidemia), hepatitis C, and cancer.

Trauma and Injury Prevention

- LHDs should engage community and/or regional partners in the coordination of harm reduction for substance use, such as naloxone distribution, and peer recovery and rehabilitation services, and/or trauma and injury prevention initiatives.
- LHDs should engage in education and community coordination to help educate and promote safe sleep, child safety car seats and bicycle helmets for children.

Fatality Review

- LHDs shall participate on local Fatality Review Teams, including Child Fatality Review, Fetal-Infant Mortality Review, and Suicide-Overdose Fatality Review as required in statute to include:
 - providing local Fatality Review Teams with vital records necessary to review deaths, including birth, stillbirth, and death certificates,

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- working with local Fatality Review Teams to ensure annual reports are submitted to IDOH,
- working with community partners to ensure that fatality prevention initiatives are implemented in the local community, and
- developing equity-focused fatality prevention strategies to address disparities in maternal and infant mortality.

Maternal and Child Health

- LHDs should provide or ensure direct or warm referrals/linkage to care and resources as warranted to family planning, prenatal care, WIC services, home visiting services, substance use treatment, or services to assist clients in applying for Medicaid and presumptive eligibility.
- LHDs should provide health promotion and materials to support safe sleep, breastfeeding, healthy eating and physical activity, and clinical referrals as needed.
- LHDs should develop equity-focused strategies to improve infant and maternal health outcomes.

School Health Liaison

- LHDs shall have a school health liaison, with schedule to be based on community need, whose focus is schools and serves as a local resource for all K-12 schools within the county and local public resource for all schools. Activities could include:
 - Partnering to implement school wellness policies, including a comprehensive strategy to address substance use in schools,
 - Partnering with schools to promote whole child health, including physical, mental and student health and wellbeing,
 - Supporting schools in performing health screenings, such as vision, hearing and oral health,
 - Collaborating and enhancing of current vaccination efforts to ensure childhood vaccine requirements and seasonal vaccine needs are addressed,
 - Developing and collaborating with school and community partners to help support school needs, and



- Supporting schools with evidence-based education on nutrition and physical activity

Lead Case Management and Risk Assessment

- LHDs shall ensure there is an IDOH-trained lead case manager on staff, or one available to their jurisdiction, to conduct case management within timeframes outlined in 410 IAC 29.
- LHDs shall ensure there is a licensed Lead Risk Assessor on staff, or available to their jurisdiction, to conduct assessments within timeframes outlined in 410 IAC 29.
- LHDs should ensure no-cost lead testing for children under 7 years is available within their jurisdiction.

Access to and Linkage to Clinical Care

- LHDs shall employ at least one full-time public health nurse with expertise to:
 - provide clinical services, such as those related to communicable diseases, lead case management, and immunizations, and
 - refer residents to clinical resources, such as those related to substance use disorder, health screenings, and prenatal care.
- LHDs should maintain an assigned staff member to address afterhours calls for public health emergencies, such as urgent communicable disease cases.

Tuberculosis (TB) Prevention and Case Management

- LHDs should provide or ensure case management for those with suspected or confirmed TB disease, including investigation and specimen collection, enforcing isolation, providing directly observed therapy, and coordinating clinical and social needs.
- LHDs should conduct investigations for those diagnosed with infectious TB disease, including contact identification, education, testing, and treatment (as needed).
- LHDs should coordinate clinical follow-up for those designated with a Class B immigration status and provide or ensure case management and directly observed therapy for TB if needed.



- LHDs should work with IDOH to identify and treat latent TB infection (LTBI) according to the IDOH TB Elimination Plan.
- LHDs should be aware of the socioeconomic, environmental, and behavioral factors that place individuals in their communities at risk, such as housing/crowding, sexual behaviors, and underrepresented/underserved individuals.

Health-Related Areas during Emergencies/Disasters

- LHDs shall maintain at least a 0.5 FTE dedicated preparedness coordinator who actively participates in their district Healthcare Coalition and engages in county-level emergency planning, including outbreak and environmental health responses, to link public health and public safety.
- LHDs should actively participate in online resource tracking for emergency response.
- LHDs should act as lead for Emergency Support Function (ESF)-8 for their jurisdiction during emergency and disasters.
- LHDs should be the primary safety net to ensure equitable, accessible vaccines and other medical countermeasures as needed in an emergency.

Immunizations

- LHDs should offer vaccines to all individuals, including vaccines that are publicly and privately funded, so that anyone has access to vaccines through a local health department.
- LHDs should ensure that vaccination clinics are available to meet the vaccination needs of their jurisdiction and ensure there is flexibility to meet the unique needs of all residents.
- LHDs should develop and annually evaluate vaccination plans to meet their stated vaccination goals.



Infectious Disease Surveillance and Prevention

- LHDs should review all laboratory reports and infectious disease reports that are reported to their jurisdiction.
- LHDs should initiate an investigation, obtain clinical information, facilitate collecting and shipping specimens, identify outbreaks, and assess ongoing transmission risk for immediately reportable conditions and non-immediately reportable conditions within timeframes specified in the IDOH published list of reportable diseases and control measures.
- LHDs should lead the response of identified outbreaks and clusters in their jurisdictions and implement control measures to contain, mitigate, or end ongoing transmission of communicable diseases.
- LHDs should be aware of the socioeconomic, environmental, and behavioral factors that place individuals in their communities at risk.
- LHDs should provide testing and counseling for HIV, hepatitis C, and other sexually transmitted infections.

Vital Records

- LHDs shall have an IDOH-trained registrar(s) in vital records rules, policies, procedures, and system use from IDOH and able to provide timely birth, death, and fetal death certificates in accordance with state statute.
- LHDs should use or work to onboard the IDOH DRIVE system to issue birth, death, stillbirth, and fetal death certificates.
- LHDs shall follow state policies and procedures to make any changes to vital documents in accordance with state statute.

Up to 40% of funding can be spent for these core services:

Food Protection

- LHDs should ensure sufficient, designated staff are available to conduct necessary inspections on all retail food establishments timely and professionally, such as new



facility plan reviews, routine inspections, follow-up inspections, and foodborne illness complaints.

- LHD Food Inspectors should be proficient in risk-based inspection, centered on training provided by IDOH and access to continuing education on risk-based inspection.

Environmental Public Health

- LHDs shall investigate housing/nuisance/sewage complaints in a time frame reflecting the urgency of the complaint and in accordance with 410 IAC 6.
- LHDs shall conduct plan review, issue construction permits, and conduct inspections of onsite sewage systems within the timeframes listed in state statute.
- LHDs shall engage in the inspection and survey of public buildings under IC 16-20-1-22.
- LHDs shall issue orders for decontamination of property used to illegally manufacture a controlled substance under IC 16-19-3.1 and IC 16-41-25.
- LHDs shall be engaged in pest and vector control and should be engaged in routine mosquito surveillance through standardized trapping and testing procedures.
- LHDs shall conduct routine inspections and monitor testing results of public and semi-public swimming pools and promptly provide an inspection report outlining any deficiencies to the facility as outlined in 410 IAC 6.
- LHDs should provide outreach and guidance for safe private well water quality and other environmental health matters to furnish recommended testing parameters and best practices.

Tattoo, Body Piercing, Eyelash Safety and Sanitation

- LHDs should respond to sanitary complaints at establishments applying tattoos, body piercings, and eyelash extensions and provide recommendations to improve sanitary conditions to protect the public.
- LHDs shall have the capability to enforce the Indiana tattoo and body piercing rule and eyelash extension rule.



Eric J. Holcomb
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

Key Performance Indicators (KPIs) For Core Public Health Services

At least 60% of funding must be spent for preventive core services addressed by these KPIs:

Tobacco Prevention and Cessation

- *KPI: Number of counties that through a tobacco prevention and cessation coalition have a comprehensive program to address youth tobacco and addictive nicotine prevention*

Chronic Disease Prevention

- *KPI: Number of counties that through a healthy community coalition have a comprehensive, evidence-based program to address obesity and obesity-related disease prevention*

Trauma and Injury Prevention

- *KPI: Number of counties that identified a leading cause of injury and/or harm in their community and implemented a comprehensive, evidence-based program or activity for prevention*

Fatality Review

- *KPI: Number of counties that participate in local CFR, FIMR, and SOFR teams and provide birth certificates, stillbirth certificates, and death certificates to local fatality review teams*
- *KPI: Number of counties that identified a leading cause of fatality in their community and implemented an evidence-based or promising prevention program or activity*

Maternal and Child Health

- *KPI: Number of counties with documented processes to refer families to needed services including contraceptive care, WIC, home visiting, prenatal care, substance use disorder treatment, and insurance navigation*

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- *KPI: Number of counties that identified an opportunity to improve birth outcomes and implemented an evidence-based or promising program or activity to improve that birth outcome*

School Health Liaison

- *KPI: Number of counties partnering with schools, based on community need, to implement wellness policies and comprehensive strategies to promote student health*

Lead Case Management and Risk Assessment

- *KPI: Number of counties with access to a trained or licensed case manager and risk assessor in the county and offering weekly lead testing at a location in the county*

Access to and Linkage to Clinical Care

- *KPI: Number of local health departments providing accessible, equitable clinical services, such as those related to communicable diseases, to meet the needs of the community*
- *KPI: Number of local health departments engaging with the local and state health delivery system to address gaps and barriers to health services and connect the population to needed health and social services that support the whole person, including preventive and mental health services*

Tuberculosis (TB) Prevention and Case Management

- *KPI: Number of counties with established partnerships for housing, food security, and interpretation services to assist in case management services for patients with TB and latent TB infection in their communities*

Health-Related Areas during Emergencies/Disasters

- *KPI: Number of counties that have updated* public health emergency response plans*
**"Updated" is defined as conducting research on latest national and state best practices, incorporation of lessons learned and areas of improvement from real world events and exercises, and inclusion of preparedness and response partners in content validation.*
- *KPI: Number of counties exercising current emergency response plans with community partners within a biennial timeframe*



Immunizations

- *KPI: Number of counties that can vaccinate all individuals at time of service regardless of insurance status*
- *KPI: Number of counties with extended vaccination hours beyond routine business hours to meet the needs of the community/jurisdiction through the LHD or community partners*

Infectious Disease Surveillance and Prevention

- *KPI: Number of counties that initiated a public health investigation within 24 hours for 95% of the immediately reportable conditions reported to them and within two business days for 85% of non-immediately reportable conditions reported to them*

Vital Records

- *KPI: Number of counties implementing birth certificates to all Hoosiers irrespective of their county of birth once the IDOH DRIVE system has appropriate functionality*
- *KPI: Number of counties able to offer Vital Records services without disruption to business continuity during natural disasters/emergencies*

Up to 40% of funding can be spent for core services addressed by these KPIs:

Food Protection

- *KPI: Number of counties that have developed a timely and professional risk-based food inspection standard operation procedure*

Environmental Public Health

- *KPI: Number of counties responding to all housing and nuisance complaints within a timeframe determined by urgency or risk*
- *KPI: Number of counties with trained and licensed, if required, staff conducting required environmental inspections, such as onsite sewage, vector control, public and semi-public pools, and property-related complaints*

Tattoo, Body Piercing, Eyelash Safety and Sanitation

- *KPI: Number of counties with trained staff who can respond to tattoo, body piercing, and eyelash extension complaints (Target: 90%)*

Work with community partners and external stakeholders to advocate for community members' needs.

Attend and participate in departmental and unit team meetings.

I. JOB REQUIREMENTS:

Master's degree in social work. Experience in healthcare or education setting preferred.

Two or more years of experience in leading a team and operations with accountability for outcomes.

Ability to assist in the preparation of grant proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.

Confident in training teams on how to manage community member needs.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Strong time management, detail-oriented and organizational skills.

Working knowledge of local community health disparities and local population demographics, assets, and needs.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate/organized records, and plan/present public speaking engagements.

Ability to establish and maintain effective working relationships with families, staff, community organizations, and the public.

Ability to communicate effectively, both orally and in writing, to interact effectively with diverse populations including being sensitive to professional ethics, gender, cultural diversities, and disabilities; also has the skills needed to communicate in a clear and effective manner. Candidates who are bilingual are particularly encouraged to apply.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with clear and well-defined guidelines, exercising judgment to ensure effectiveness of Division operations and to develop plans and procedures for public health emergencies/threats. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent makes a significant contribution to outcomes of the department, assuring proper implementation of public health plans/programs and education. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is primarily reviewed for soundness of judgment, attainment of objectives, and continuing quality of Health Department services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, community partners, and the public for purposes of exchanging information, coordinating operations, providing instruction/training, and resolving problems.

Incumbent reports directly to the Director of Health Equity, Epidemiology, and Data Unit.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, keyboarding, driving, close/far vision, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

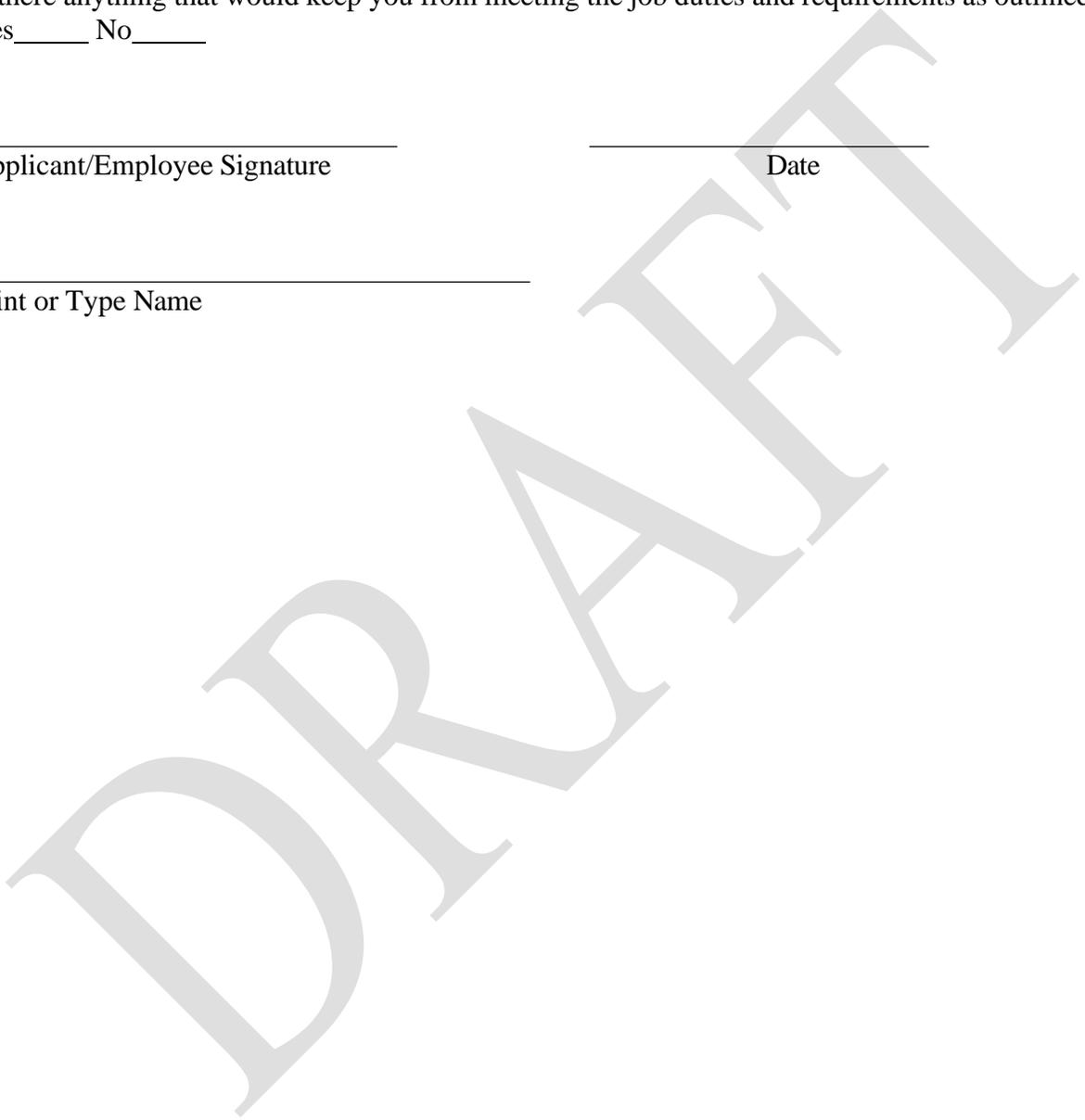
The job description for the position of Social Worker for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name



Community Health Worker Coordinator

Factors: PAT

Status: Full Time

FLSA Status: Exempt

Written: July 2020

Revised: May 2023

Incumbents:

Disc: St. Joseph County

File: Community Health Worker Coordinator

DRAFT

**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Maternal and Infant Health Coordinator
DEPARTMENT: Health
WORK SCHEDULE: Up to 29 hours/week
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: February 2016

STATUS: Part-time

DATE REVISED: December 2020

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as the Maternal and Infant Health (MIH) Coordinator and oversees the activities of the Fetal & Infant Mortality Review (FIMR) Program for the St. Joseph County Department of Health, responsible for the implementation and coordination of the Fetal & Infant Mortality Review Program processes including facilitation of case abstract completion, the FIMR Case Review Team, and the FIMR Community Action Team. The MIH coordinator is also responsible for developing relationships with community stakeholders who can contribute to efforts that will reduce infant mortality. Incumbent reports directly to the Director of Health Equity, Epidemiology and Data (HEED).

DUTIES:

Responsible for coordinating all community related activities, workgroup, awareness, and initiatives recommended by the FIMR Case Review team.

Collects health-related records from required agencies to be used for FIMR case abstractions.

Coordinates and facilitates multidisciplinary FIMR Case Review Team. Working with the team, identifies significant trends and makes meaningful recommendations.

Coordinates and facilitates multidisciplinary FIMR Community Action Team. Working with the team, takes Review Team recommendations and creates action to improve outcomes.

Compiles data required by National FIMR and Indiana State Department of Health, using required forms and database.

Prepares and presents data reports and recommendations to community partners, including an annual report for community members and community partners.

Conducts interviews with bereaved families to capture relevant data and to provide support and referrals to community resources as appropriate.

Manages grant funded initiatives including: National Birth Equity Collaborative, One Key Question Pilot Projects, Count the Kicks, and others as identified.

Manages, with the Director of HEED, the activities of the FIMR Coordinator, maternal interviewers, and medical record abstractors.

Collaborates with HOPE team to develop ongoing safe sleep awareness and education strategies.

Coordinate with HEED for insurance navigation and awareness of community programs for pregnant women.

Act as a liaison with prenatal care providers to increase awareness of prevention potential, connection to family support, safe sleep products, Count the kicks literature and other FIMR recommendations.

Attends meetings, training, and educational workshops as necessary.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned by the Director of Health Equity, Epidemiology and Data (HEED), Administrator or Health Officer.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Nursing, Public Health, Maternal Health or related field required with experience in reproductive, infant, and maternal health. RN required/highly preferred.

Thorough knowledge of standard policies and practices of St Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Working knowledge of resources for women and families in St. Joseph County, with ability to network and connect with different agencies.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare informational brochures/pamphlets, presentations and written reports as required.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, telephone, copier, and fax machine. Proficiency in database, word processing and presentation programs required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, community organizations, schools, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to file, post, mail materials and maintain accurate and organized records.

Ability to compile, analyze and evaluate information, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/present public speaking presentations and special events.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for meetings/conferences, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work requires dealing with sensitive and sometimes emotionally challenging subject material.

III. RESPONSIBILITY:

Incumbent is responsible for implementation for the day-to-day FIMR program activities-working with community members to examine social, economic, cultural, safety and health systems factors associated with fetal and infant mortality. The Incumbent collects data from medical records and coordinates the creation of case abstracts that are reviewed by a FIMR Case Review Team. Recommendations and trends are shared with community action groups, ISDH, and National FIMR Program. Work is primarily reviewed for soundness of judgment, attainment of objectives, and continuing quality of Health Department services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, hospitals/medical centers/healthcare providers, community partners, state department of health, and other intentional partners.

Incumbent reports directly to the Director of Health Equity, Epidemiology and Data (HEED)

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, driving, keyboarding, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of the Maternal and Infant Health Coordinator for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I

health/FIMR Coordinator

acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

MIH Coordinator
Health

Factors: PAT

Status: Part-Time

FLSA Status: Exempt

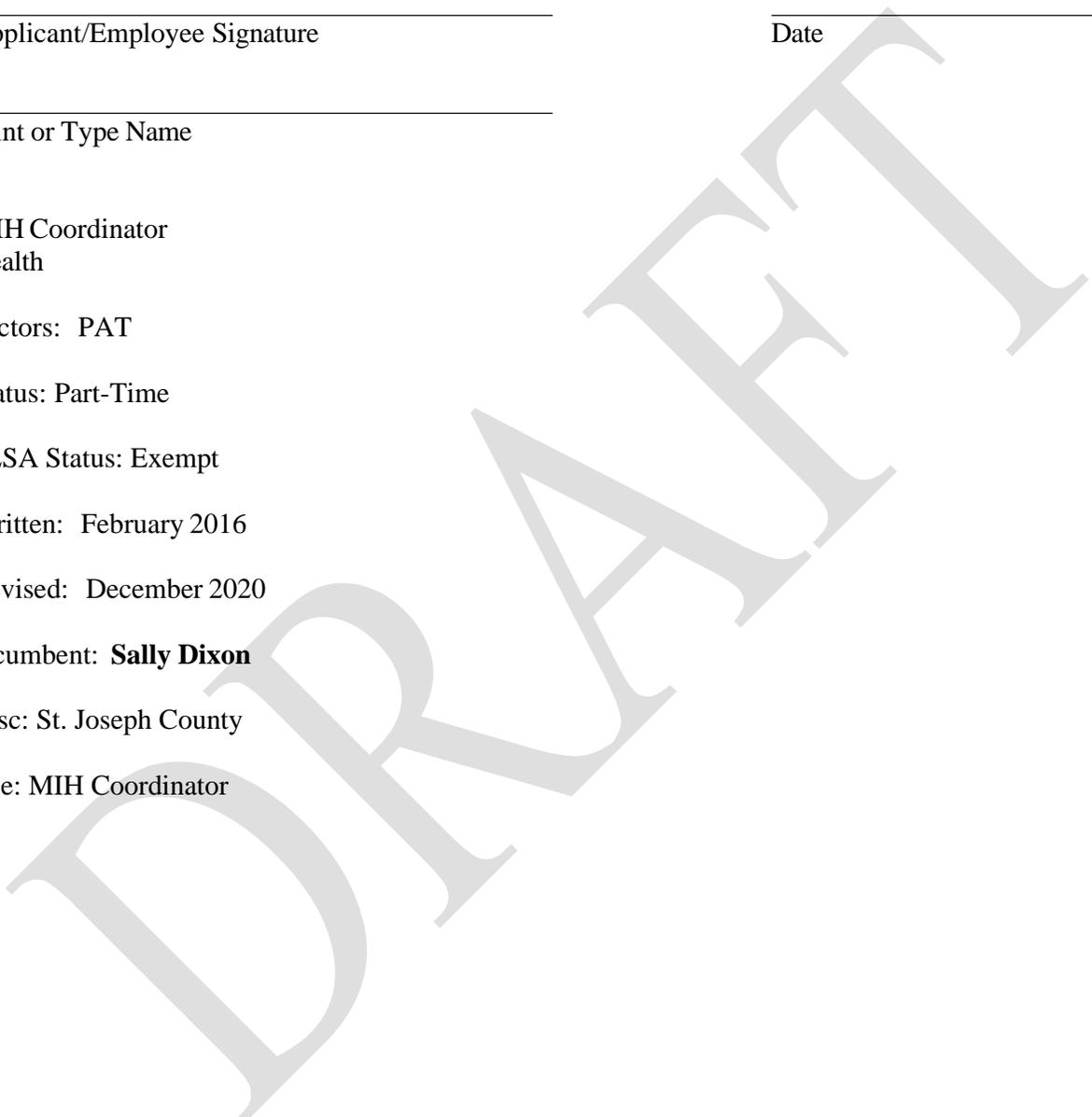
Written: February 2016

Revised: December 2020

Incumbent: **Sally Dixon**

Disc: St. Joseph County

File: MIH Coordinator



**POSITION DESCRIPTION
COUNTY OF ST. JOSEPH, INDIANA**

POSITION: Local Public Health Coordinator
DEPARTMENT: Health
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. St. Joseph County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Local Public Health Coordinator for the St. Joseph County Department of Health, responsible for the development and enhancement of emergency plans leading to the successful, potential response of the Department of Health to a public health emergency.

DUTIES:

Develops, implements, and continually updates emergency plans, policies, and checklists, defining emergency response procedures, equipment uses and allocation, shelter and health care facilities, notification procedures for emergency personnel and the public, and emergency relocation data.

Works with local government agencies and community organizations in reviewing and updating the plan and negotiating mutual-aid agreements with public and private entities.

Develops and maintains disease surveillance by reading national and state reports and communicating with local agencies.

Conducts community education and outreach programs to increase awareness and allay public fears regarding public health topics. Distributes materials to various community groups as appropriate.

Maintains the County's emergency personnel contact list and updates information monthly.

Coordinates and attends bio-terrorism committee meetings, notifying individuals of meeting dates, taking meeting minutes, and maintaining accurate and organized records.

Recruits and manages volunteers, and coordinates, schedules, and regularly trains in-house and volunteer staff on emergency preparedness topics. Plans and executes emergency preparedness drills as necessary.

Maintains current knowledge of bioterrorism, chemical and other identified or potential terrorism agents and collaborates with the Director of Health Outreach, Education and Promotion (HOPE) to ensure that up-to-date information on biological threats is maintained and readily available in the event of a public health emergency.

Ensures public health emergency preparedness grant requirements are met and all reports are completed and submitted in compliance with grant/funding regulations.

Attends meetings, training, and educational workshops as necessary.

Serves on 24-hour call for public health emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in emergency response, public health, or closely related field.

Thorough knowledge of standard policies and practices of St Joseph County Department of Health, with ability to apply appropriate procedures accordingly.

Thorough knowledge of standard principles and practices of public health protection and disease control, with ability to analyze data related to communicable diseases, disease outbreaks and other community health issues, and develop plans and procedures for emerging public health threats.

Working knowledge of grant administration and ability to ensure compliance with grant/funding requirements.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports, maintain accurate/organized records, and plan/present public speaking engagements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, hospitals/medical centers, South Bend Medical Foundation, fire departments, Emergency Management Agency, Red Cross, ISDH, other local Departments of Health, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly operate standard office equipment, including computer and department software applications, keyboard, calculator, telephone, copier, fax machine, 800 MHz radio, and personal protective equipment.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/coordinate work assignments, utilize good judgment in extreme and uncommon situations, and maintain constructive relationships.

Ability to identify steps necessary to reach objectives, define practical courses of action, and put into effect changes in policies and procedures.

Ability to respond to public health emergencies on a 24-hour basis.

Ability to occasionally work extended, evening and/or weekend hours and travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work often requires careful consideration of complex circumstances and variables. Incumbent performs duties in accordance with clear and well-defined guidelines, exercising judgment to coordinate, develop and implement plans and procedures for public health emergencies. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

III. RESPONSIBILITY:

Incumbent assures proper development and implementation of public health emergency preparedness plans. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is primarily reviewed for soundness of judgment, attainment of objectives, and continuing quality of Department of Health services for St. Joseph County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with co-workers, other County departments, hospitals/medical centers, South Bend Medical Foundation, fire departments, Emergency Management Agency, Red Cross, IDOH, other local Departments of Health, and the public for purposes of providing instruction/training and forming policies/procedures.

Incumbent reports directly to Director of Health Outreach, Promotion and Education (HOPE).

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, lifting/carrying objects weighing under 25 pounds, keyboarding, driving, close/far vision, color perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works extended, evening and/or weekend hours and travels out of town for meetings/conferences, sometimes overnight. Incumbent responds to public health emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Local Public Health Coordinator for the St. Joseph County Department of Health describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name

DRAFT

Local Public Health Coordinator
Health

Factors: PAT

Status: Full Time

FLSA Status: Exempt

Written: October 2006

Revised:

Incumbents:

Disc: St. Joseph County

File: Local Public Health Coor

DRAFT



St. Joseph County Department of Health

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

June 21, 2023

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support in the restructuring of the department as shown in the attached organizational chart.

If the County Commissioners certify the appointment of Diana Purushothan, MD as our full time Health Officer, the position of Deputy Health Officer would be eliminated effective July 21, 2023.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD
Health Officer

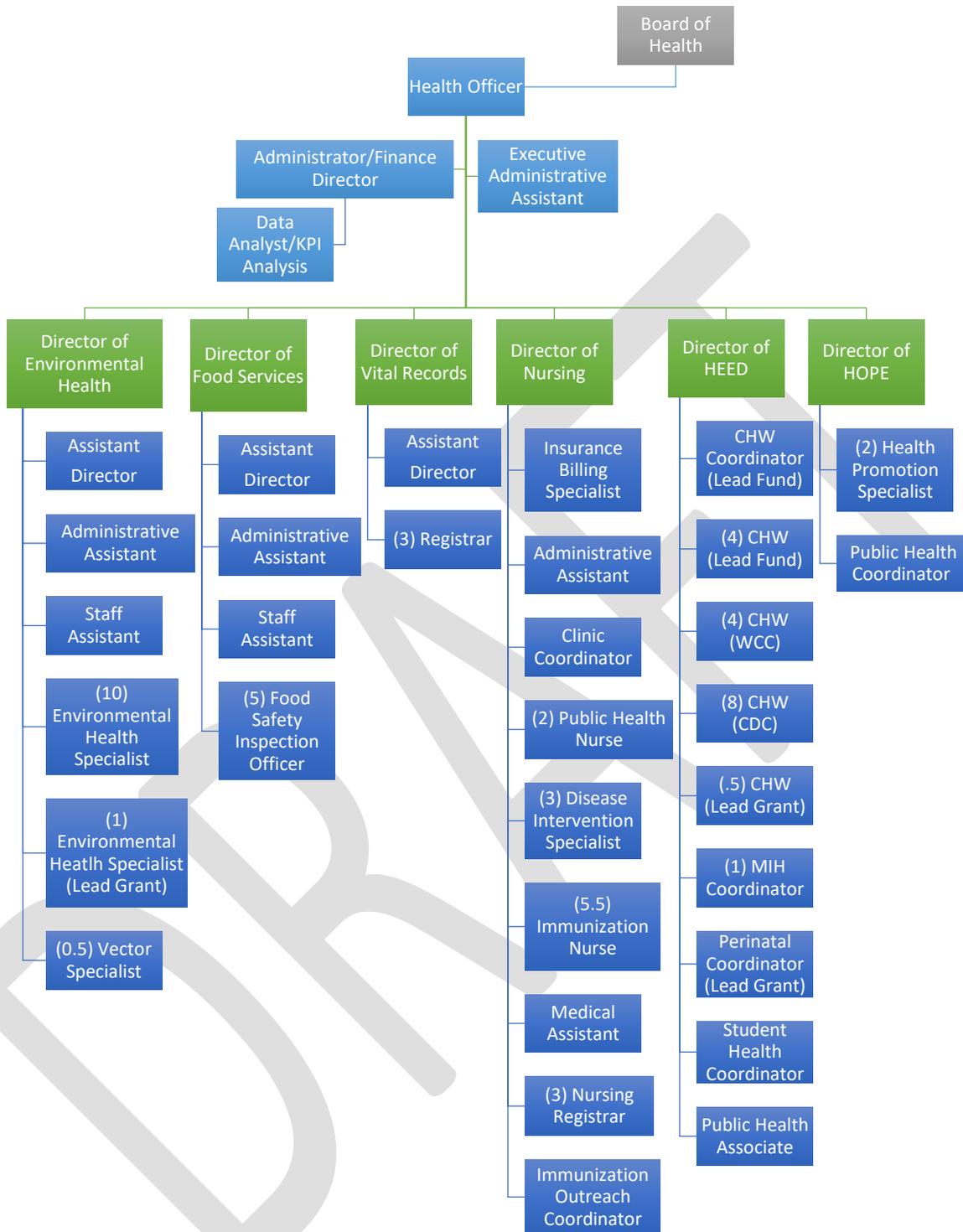
JHC:alr

APPROVED _____ DENIED _____

This 21st Day of June, 2023 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
President, Board of Health

Joseph H. Cerbin, MD
Health Officer





St. Joseph County Department of Health

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

June 21, 2023

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support to receive funding through the Indiana State Department of Health for our Health Immunization CoAg Grant. Funds will be used to support immunization services to continue to increase childhood immunization rates, improve access to immunizations, increase influenza & other recommended vaccines, and reduce barriers to vaccinations. We have written for and been awarded this grant since January 2016 (7 years).

Attached is the Grant Application Data sheet, prepared by Jodie Pairitz, Director of Nursing as well as the application, award letter and budget.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD
Health Officer

JHC:JP:jsp

APPROVED _____ DENIED _____

This 21st Day of June, 2023 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn. P.E.
President, Board of Health

Michelle Migliore, MD
Vice President, Board of Health

GRANT APPLICATION DATA

Completed by Jodie Pairitz, Director of Nursing and Robin Vida, Director of HOPE

Explain the purpose of the grant in detail: The Indiana Department of Health has issued grant funds to support immunization services to continue to increase childhood immunization rates, improve access to immunizations, increase influenza & other recommended vaccines, and reduce barriers to vaccinations. We have written for and been awarded this grant since January 2016 (7 years).

How many individuals do you expect to impact? During the last grant cycle (7/1/21-6/30/22), we seen 12,615 patients across all our clinics and expect an increase by 25% to a total of 15,769 patients seen. We will achieve this by having more mobile clinics, after hour clinics and the internal clinics (both South Bend and Mishawaka) open 5 days a week.

How will you track and evaluate the success of the grant? We plan on evaluating and making sure we can review our process by doing quarterly reports to the state evaluating our process to keep us in check with the grant. The other is that we meet internally every week with Dr. Fox, Robin, and Cassy to review the clinic's effectiveness and fine tune any gaps in the services.

Who will be accountable for fiscal information? Amy Ruppe, Administrator

Who will be responsible for compliance with grant guidelines? Dr. Mark Fox, Deputy Health Officer and Jodie Pairitz, Director of Nursing

What is the time period of the grant (i.e., one-year July 1, 2022 – June 30, 2023)?
July 1, 2023 - June 30, 2024.

Is this a renewable grant, if so, how long? Yes, yearly.

Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in kind contribution? No

Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)? Yes, two vaccine refrigerators and two vaccine freezers.

Give the number of employees the grant would support? 9
4 PT Nurses, 1 FT Nurse, 2 PT Registrars, 1 FT Registrar, 1 Immun Outreach Coord

How would your department plan or would you continue operations after the grant expires? We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.

April 2006

Request for Proposals

Organizational Information:

Name of Organization: St. Joseph County Department of Health VFC PIN #: POO171
Address: 227 W. Jefferson Blvd., 8th & 9th Floor City: South Bend
County: St. Zip Code: 46601
State: IN

Name of Medical Director: Robert Einterz Phone Number: (574) 235-9750
Title: Health Officer Email: reinterz@sjcindiana.com
(please enter full name and title)

Name of Administrative Director: Amy Ruppe Phone Number: (574) 235-9750
Title: Administrator

Email: aruppe@sjcindiana.com
(please enter full name and title)

Name of Grant Manager/POC: Jodie Pairitz Phone Number: (574) 235-9750
Title: Director of Nursing Email: jpairitz@sjcindiana.com
(please enter full name and title)

Name of Individual Completing Form: Robin Vida Phone Number: (574) 235-9750
Title: Director of Health Outreach, Promotion, Education Email: rmeleski@sjcindiana.com
(please enter full name and title)

Applicants should address the following areas:

A. Applicant Organizational Capacity (15 points)

The applicant must demonstrate that the organization has sufficient qualified personnel or will actively retain qualified personnel within 60 days of the grant award to successfully implement and complete the project.

1. Key Personnel

Key personnel must include, at a minimum, a public health nurse with experience in the field of immunizations. Unless the financial management of the grant falls under the responsibility of the public health nurse, the applicant should also identify the person responsible for the financial management of the grant. The applicant must provide resumes, no longer than three (3) pages, of the key personnel and job descriptions for each person identified as key personnel or that will be funded under this grant. The applicant must describe the roles and responsibilities of each person funded under this grant.

a. EMPLOYEE NAME POSITION TITLE

Mark Fox, MD, PhD, MPH Deputy Health Officer

ROLES AND RESPONSIBILITIES

Provides oversight and strategic planning to ensure outcomes and objectives are being achieved as well as assisting in the development of new efforts, clinic flow improvement, and other advisory tasks.

ADD ADDITIONAL STAFF MEMBER Yes

[emp_name_2] [title_2]

Jodie Pairitz Director of Nursing

[rnr_2]

Provides oversight on the daily operations of the immunization clinic(s). Develops and implements mobile immunization clinics throughout the county and works directly with community partners to ensure grant objectives are being met.

[add_2] Yes

[emp_name_3] [title_3]

Shelley Chaffee Immunization Outreach Coordinator

[rnr_3]

Develops, schedules, and implements mobile immunization clinics throughout the county and assists with grant deliverables. Assists with developing and implementing outreach events, education activities, and partner collaboration.

[add_3] Yes

[emp_name_4] [title_4]

Robin Vida Director of Health Outreach, Promotion, & Education

[rnr_4]

Works in collaboration with nursing staff and HOPE unit to ensure the education of the consumer access portal, utilization of the Children and Hoosier Immunization Registry Program, and vaccine awareness are being implemented within the schools, community agencies etc.

[add_4] Yes

[emp_name_5] [title_5]

Amy Ruppe Administrator

[rnr_5]

Manages the finances of materials purchased and ensures funds are appropriated correctly and in a timely manner, in accordance with Indiana Department of Health protocol.

[add_5] Yes

[emp_name_6] [title_6]

Mobile/Immunization Clinic Nurse

[rnr_6]

Assists with regular and mobile immunization clinics, inventory for vaccines, and ordering vaccines as needed. Educates patients and/or guardians on the consumer access portal utilization, and vaccine awareness. Assists and trains other staff when necessary. Ensures best practices are being implemented and evaluated in practice. Completes presentations in the community regarding vaccinations. Assists with reminder recalls.

[add_6] Yes

[emp_name_7] [title_7]

Mobile/immunization Registrar

[rnr_7]

a. Assists with mobile immunization clinics to ensure all patients' information is entered into the Children and Hoosier Immunization Registry Program and the Department's electronic medical record. Ensures all patients are aware of the State's Consumer Access Portal. Answers phone calls, makes appointments, and assists patients to find needed information.

[add_7] No

The resumes and job descriptions of key personnel should be included as attachments and labeled as Attachment 1 and 2 respectively.

Please upload the resumes and job descriptions for each person identified as key personnel here:

Resumes (Attachment 1) (please upload all resumes in a single file): Resumes 2023-2024.docx

Job Descriptions (Attachment 2) (please upload all job descriptions in a single file): Job Descriptions 2.docx

2. Organizational Chart

The applicant must provide an organizational chart. This chart should be included as an attachment and labeled as Attachment 3.

Please upload organizational chart here (Attachment 3): Organizational Chart 2023.docx

3. Program Administration

The applicant must describe how the program will be administered. The applicant must include details on how oversight and financial management will be conducted.

Program Administration Description:

a. The Deputy Health Officer will oversee the activities of key personnel throughout the course of the grant cycle. The Director of Nursing will oversee the day-to-day operations of the Immunization Nurse(s) and Registrar(s) with assistance from the Immunization Outreach Coordinator. The Immunization Outreach Coordinator will work with school staff and community partners to develop and coordinate mobile clinics to administer vaccines to children who are not yet up to date on vaccinations. The Director of HOPE will support education, promotion, and outreach activities as it relates to grant deliverables and outcomes. The Administrator will provide financial oversight for billing and collections, as well as manage all expenditures and reimbursements allowed under the terms of the grant.

4. Program Planning and Implementation

Submit program narratives that describe current plans to increase vaccination coverage levels and respond to vaccine-preventable outbreaks. The applicant must include references to other divisions and agencies that are involved in these activities, including emergency preparedness and epidemiology staff, if applicable.

Program Narrative:

Current plans for this funding cycle will focus on continued use of our mobile clinics for outreach to underserved and at-risk populations through collaboration with anchor institutions in the community such as schools, churches, and social service agencies. With the addition of an Immunization Outreach Coordinator, vaccination education events, mobile clinics, and regular immunization clinics will not only focus on early childhood vaccines, but also will prioritize HPV clinics and seasonal flu. As the Department of Health has prioritized equity, we will continue to focus on extending clinic hours at least twice a month for our in house clinic. Additionally, we are in conversation with local businesses to help provide incentives such as free dinners or coupons from Little Caesars, Chick-Fil-A, Jimmy Johns, and Martin's for those completing vaccinations at either our physical location or mobile clinics. The efforts identified above aim to increase the number of children under the age of eighteen who complete recommended vaccinations. We will continue to strategize increased awareness of publicly funded vaccines (VFC and 317). HPV Initiative: According to the Indiana Department of Health, St. Joseph County's 9-12 year olds' completion coverage rate for the HPV vaccine was 10.8% for Q3 and 5.1% for Quarter 4 in 2022. The HPV one dose rates for 9-12 year olds in quarter 4 of 2022 was 19.4%. The county's 13-18 year olds' average vaccination coverage rate is 75.4%. Due to this data, we intend to focus on the following populations: children 9-12, and teens 13-18 years old. We aim to do this through community engagement with schools and youth-serving organizations, and specific mobile clinics dedicated to HPV vaccine. Information will be provided to adults who can receive the HPV vaccine based on existing age recommendations. St. Joseph County Department of Health will also host an HPV Conference for local providers. The goal will be to supply them with educational materials and professional development to increase HPV vaccination uptake and completion as well as identify missed opportunities for vaccination within our community. Seasonal Influenza Initiative: St. Joseph County's flu vaccine coverage was 21.9% for 6 month to 8 year olds and 16.3% for those aged 9-18 for the 2021-2022 season. This data shows that St. Joseph County has a great need for vaccinating these individuals. Mirroring our COVID-19 vaccine response, we will focus on community awareness about the importance of routine vaccination. As we address childhood vaccines, HPV and Flu will be included as standard vaccines when appropriate. We will also offer flu vaccines along with covid boosters in our covid clinic.

5. Engagement with External Partners

The applicant must describe its planned efforts to coordinate community partners with shared goals to increase immunization rates. Examples of some external partners that should be considered are school systems, coalitions, healthcare professionals and professional associations. Applicants that do not describe strong engagement with external partners with this shared goal focus will not receive full points. Letters of support are not required but are recommended. If the applicant chooses to submit letters of support, all letters should be included as an attachment and labeled as Attachment 4.

Please describe planned efforts to coordinate community partners with shared goals to increase immunization rates:

St. Joseph County Department of Health has an extensive network of community partners. Our department currently coordinates with Oaklawn, school corporations, local providers, community educators, social service agencies, and local not-for-profits. The department also serves as executive leadership (Deputy Health Officer and Director of HOPE) for the St. Joseph County Health Improvement Alliance; it consists of over 100 traditional and non-traditional public health partners working collaboratively to increase our community's health. Immunization rates have been identified as a top priority for our Department. With this funding cycle, we will expand our partnerships with anchor institutions throughout the community such as the University of Notre Dame who we partnered with for COVID-19 vaccination. This past year we took a more comprehensive look at community engagement and have identified various partners (detailed in our work plan) with whom we will work collaboratively.

Letters of Support (Attachment 4) (please upload all letters in a single file) School Template for Immunization Clinics (1).docx

6. Billing

Billing is a key component to build capacity for a sustainable immunization program. Private insurance and Medicaid billing may be accomplished through a partnership with a third party biller

i. Existing Awardee. If the applicant received funding in the 2022-2023 funding cycle, the applicant must affirm their ability to bill for fully insured and Medicaid eligible patients. Applicants must include documentation that verifies billing process implementation and status for their health department clinics, and label it as Attachment 5.

I Affirm we have the ability to bill for fully insured and Medicaid eligible patients.

Verification of billing process implementation and status (Attachment 5) 4e-Application - VaxCare (8131-22) (1) (1).doc

ii. New applicant for 2023-2024. If the applicant did not receive funding in 2022- 2023 funding cycle, and cannot currently bill for fully-insured and Medicaid eligible patients, the applicant must include a plan to build that capacity by June 30, 2024. The applicant must have the ability to bill for immunization services for this population by June 30, 2024 to be eligible for future funding. Applicants must include any documentation that verifies billing process implementation and status, and label it as Attachment 5.

Billing Capacity Plan: _____

Verification of billing process implementation and status (Attachment 5) _____

B. Need/Extent of Problem (20 points)

The applicant must describe the documented need for the requested funding as evidenced by the submission of the most current, appropriate data and information. The applicant must describe a direct and substantial relationship between the proposed immunization activities to be funded under this grant and the stated goals of the Indiana Immunization Division. To be clear, the stated goals of the Indiana Immunization Division are:

Increase compliance with immunization recommendations in accordance with the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP), including COVID-19 vaccines Increase health equity for individuals seeking vaccinations Increase HPV vaccination Increase seasonal influenza vaccination Increase participation in the consumer access portal Reduce barriers to vaccination by increasing access to vaccine Reduce vaccine wastage of publicly funded doses

1. Population data

The applicant must provide the following population data:

The total population of the jurisdiction:

The total population in St. Joseph County is. 272,912.

The total population of children under the age of 36 months:

According to the 2017 Consensus of children under the age of 36 months is. 5,202.

The total population of children ages 36 months to 18 years old:

The total population of children ages 36 months to 18 years old is. 51,597..

2. Advisory Committee on Immunization Practices recommendation compliance

The applicant must describe the vaccine coverage gaps within their jurisdiction based on immunization status of their population, including COVID-19.

Description of vaccine coverage gaps:

In 2022, our 4:3:1:3:3:1:4 was 81.5% of Kindergarten enrollees who were caught up with their primary series immunizations. Efforts for 2023 will focus on increasing our coverage of this required series. Currently, we have 61.6 % of our community in St. Joseph County who have completed their primary series for COVID-19 vaccination. Our focus in the next grant cycle is to ensure school-age children up-to-date on age-appropriate immunizations, as well as improving coverage for COVID and seasonal flu.

3. Health Equity

The applicant must describe their efforts to improve vaccine health equity within their jurisdiction for individuals seeking vaccinations.

Description of Health Equity Plan

We continue to provide vaccines based on need. Being a provider of the Vaccine For Children (VFC) program and the Section 317 Immunization Program helps us create opportunities for all community members to have access to vaccines. The Mobile Unit continues to offer clinics in areas with transportation barriers, such as LaCasa and Motels4Now, one of our supportive housing efforts for the homeless. We have Spanish-speaking registrars who are located in both the main and mobile clinics. They provide opportunities for non-English speaking patients to communicate effectively and increase confidence and trust in the healthcare system. For the 2023-2024 grant cycle, we would like to continue providing as many opportunities as possible for vaccination by offering later clinic hours twice a month. We would also like to provide social needs assessments for every person that attends a clinic; we would work with our Community Health Workers to provide appropriate assistance.

4. HPV Vaccination.

The applicant must describe the current HPV vaccination coverage rate for their jurisdiction. The applicant must discuss any barriers to HPV vaccination. The applicant must submit a HPV vaccination plan that addresses any identified barriers to HPV vaccination and outlines a strategy to increase immunization coverage rates for children 9 to 18 years of age.

Please review and confirm the HPV coverage rates for your jurisdiction:

<https://www.in.gov/health/immunization/immunization-data/hpv-data/>

I attest that the HPV coverage rates reported reflect those of my jurisdiction

[hpv_no] _____

Description of HPV vaccination plan:

For St. Joseph County, as of quarter 4 of 2022, 5.1% of eligible residents were vaccinated for HPV. We intend to focus on the following populations: children 9-12, and teens 13-18 years old. We aim to do this through community engagement with schools and youth-serving organizations, and specific mobile clinics dedicated to HPV vaccine. Information will be provided to adults who can receive the HPV vaccine based on existing age recommendations. St. Joseph County Department of Health will also host an HPV Conference for local youth-serving providers, building off of our outreach with dental health professionals in the previous grant cycle.. The goal will be to supply them with educational materials and professional development to increase HPV vaccination uptake and completion as well as identify missed opportunities for vaccination within our community. Efforts to increase coverage will be emphasized for both initiation of the series and completion of the series. All age-appropriate children and adults will be offered HPV vaccine while in the clinic. Registrars will continue to make next appointments for vaccines before the patient leaves the clinic. The Mobile Clinic teams will continue to host and develop fun and welcoming vaccine education events at schools, community centers, and our engaged LGBTQ+ Center. Our multi-year, CDC fellow who's focus on building a cancer prevention initiative at the SJC Dept. of Health will support and assist our efforts here are successful.

5. Seasonal Influenza Vaccination.

The applicant must describe the current seasonal influenza vaccination coverage rate for their jurisdiction. The applicant must discuss any barriers to seasonal influenza vaccination. The applicant must submit a flu vaccination plan that addresses any identified barriers to flu vaccination and outlines a strategy to increase immunization coverage rates for children 6 months to 9 years of age.

Please review and confirm the Influenza coverage rates for your jurisdiction:

<https://www.in.gov/health/immunization/immunization-data/influenza-data/>

I attest that the seasonal influenza coverage rates reported reflect those of my jurisdiction

[flu_no] _____

Description of Flu vaccination plan:

For St. Joseph County, as of quarter 4 of 2022, 5.1% of eligible residents were vaccinated for HPV. We intend to focus on the following populations: children 9-12, and teens 13-18 years old. We aim to do this through community engagement with schools and youth-serving organizations, and specific mobile clinics dedicated to HPV vaccine. Information will be provided to adults who can receive the HPV vaccine based on existing age recommendations. St. Joseph County Department of Health will also host an HPV Conference for local youth-serving providers, building off of our outreach with dental health professionals in the previous grant cycle.. The goal will be to supply them with educational materials and professional development to increase HPV vaccination uptake and completion as well as identify missed opportunities for vaccination within our community. Efforts to increase coverage will be emphasized for both initiation of the series and completion of the series. All age-appropriate children and adults will be offered HPV vaccine while in the clinic. Registrars will continue to make next appointments for vaccines before the patient leaves the clinic. The Mobile Clinic teams will continue to host and develop fun and welcoming vaccine education events at schools, community centers, and our engaged LGBTQ+ Center. Our multi-year, CDC fellow who's focus on building a cancer prevention initiative at the SJC Dept. of Health will support and assist our efforts here are successful.

6. Consumer Access Portal

The applicant must describe the strategies and activities through which they currently promote and utilize the State of Indiana's consumer access portal.

Consumer access portal strategies and activities:

Each year we continue to increase the number of patients that we sign up for the consumer access portal. Currently, our registrars ask every patient if they've heard of MyVax, making sure every patient becomes registered for it and explaining what can be done with access. Once patients are signed up, we print the instructions with their PIN number on it. To continue to promote using a consumer access portal, we will post signs in all clinics, registration areas, and immunization rooms. Our nurses will also go over information on the portal before the patient leaves the clinic. We will be more intentional on raising awareness through our social media platforms and using our website to help patients know this is available. Our HOPE team will also include this information at all events that cover Department of Health activities.

7. Increase Access to Vaccines

The applicant must describe efforts to increase access to vaccines. These actions should reflect evening and weekend hours and school located vaccination clinics.

Describe efforts to increase access to vaccines:

In South Bend, every second and fourth Monday of the month we offer later hours for families' that work or cannot make appointments during regular operating hours. With additional staff, we will be able to offer more after hour clinic times. The largest barrier we have in Mishawaka is the lack of security after hours. Mishawaka doesn't have security that will stay past 4:30 p.m., therefore we are unable to have later hours. Our mobile unit plans to continue working with schools to provide immunization clinics during and after school hours so families have more opportunities for vaccination. Attention will be focused on ensuring compliance with all school-required immunizations and advocating for all age appropriate vaccines. The mobile team will offer weekend clinics and join community weekend events when possible. This grant will support two part-time mobile teams that will allow for more coverage in our area. Our Community Health Worker program will also assist us by identifying potential mobile clinic sites to serve low income and indigent families in St. Joseph County. Our robust team of Community Health Workers will assist lead tests to any child under the age of seven.

8. Vaccine Wastage

The applicant must describe efforts that have been implemented to reduce and prevent VFC vaccine wastage.

Describe efforts to reduce and prevent vaccine wastage:

The current State expectation for vaccine wastage is 5% or below. Our goal during the 2023-2024 grant cycle will be to decrease our vaccine wastage rate to 2.5%. One key effort will be to ensure immunization nurses and vaccinators are trained properly to understand the Vaccines for Children program. Every immunization nurse is required to complete 'Vaccines for Children' and 'Storage and Handling' training from the Center for Disease Control and Prevention (CDC). This ensures a better understanding of how to pick the correct vaccines and where they should be stored, thus making them cognizant of waste. We utilize SmartTemps Sensors on all our units which are continuously monitored by staff and the VFC Coordinator to ensure safe temperature storage. Each week time will be designated to focus on inventory so that correct quantities of vaccines are ordered. Prior to ordering new supply, we will consider what was used in the past month and year before placing our order. If we realize that we have a quantity that cannot be utilized before expiration, we notify the Indiana State Department of Health so that it may be relocated to avoid waste. We also utilize reminder recalls as a way to prevent vaccine wastage. Our current equipment is near its end of life and we are looking to purchase new refrigerators and freezers to ensure vaccine storage is adequate.

ISDH provides this funding to support programmatic activities based on the demonstrated LHD needs in addition to supporting the goals of the Immunization Division. The applicant must address the core activities to be eligible for funding.

The applicant must include the following core activities in the work plan:

Conduct at least one reminder recall event for a vaccination series or specific antigen. The budget must reflect money for both printing and postage. Conduct at least one consumer access portal promotion activity to raise awareness and increase participation. Develop and implement a plan that includes a minimum of two strategies to increase HPV vaccination. Special attention should be given to reducing missed opportunities for HPV vaccination. Conduct at least one quality assurance activity to review and improve the quality of data being submitted to the Indiana immunization registry. Conduct at least one exercise or event with emergency preparedness staff in preparation for or in response to a vaccine-preventable disease outbreak, focusing on pandemic influenza or COVID, if possible. Develop a partner engagement strategy plan that describes how they will work with new and existing partners to increase immunization coverage rates. Conduct at least one activity/implement at least one strategy that focuses on reducing vaccine wastage. Describe efforts to increase access to vaccines through evening and weekend hours. Conduct school located vaccination clinics at the schools with the lowest vaccination coverage rates for kindergarten and first grade, sixth and seventh grade, and twelfth grade. Schools should be selected by using the data in the School Supplemental Report. The workplan must include the number of school located vaccination clinics planned by quarter. Letters of Commitment with each school corporation should be included as an attachment and labeled as Attachment 4. Describe efforts to maintain current billing process for immunization services for Medicaid-eligible and privately-insured individuals. If the applicant is a new applicant and is not able to bill both private insurance and Medicaid for immunization services, the applicant must include activities in the work plan to build capacity for billing services. Develop a sustainability plan for these activities beyond the funding period. The sustainability plan should address what activities would be continued and what activities would have to be discontinued due to the lack of resources. The applicant may include the following suggested activities in the workplan:

Assess the condition of storage and handling equipment. If the storage units are more than eight years old, the applicant should develop a plan for replacing the storage units. If the applicant is not using a cloud based temperature monitoring system, the applicant should develop a plan to upgrade the continuous temperature monitoring system. Assess the condition and number of transport and emergency pack out equipment. Promote other public health services that complement timely immunizations (i.e. blood lead testing, developmental assessments, etc). Proposed Workplan: Immunization Grant Narrative 2023.docx

The applicant must submit a budget that is directly tied to goals and objectives of the work plan (all budgets must be submitted using the Budget Template below).

The budget can include:

personnel costs, travel for activities within the jurisdiction, supplies and postage for reminder recall activities, supplies and equipment for direct vaccination services, equipment for storage and handling improvements, equipment to improve data entry or transfer to the state immunization registry, and equipment and software to increase or sustain billing capacity. Budget items with direct ties to improving immunization rates and accessibility to immunization records will be considered. The budget should include travel to the annual Public Health Nurse conference that is held each spring in Indianapolis. Applicants are encouraged to present on programmatic successes at the Public Health Nurse conference. The budget cannot include costs associated with the purchase of vehicles and/or property, out of state travel, food or construction projects.

Budget Template: [template]

Proposed Budget: 4-IDOH2023_Budget Template Immunization FINAL.xlsx

Totals by Budget Category

Budget Category	Total Funds Allocated
Salary (100)	426,463
Fringe (150)	104,181
Travel (800)	955
Supplies (400)	19,000
Equipment (500)	43,600
Contractual (300)	27,860
Other	15,000
Grant Total	637,059

Please transpose the totals from the Budget Summary page of the budget template here.

Additional Information:

Any deviation in program expenditures must be requested in writing to the IDOH Immunization Division Director or Operations Manager and approval granted prior to funds being moved or expended.

The Grantee is responsible for the cost of all repairs, maintenance, and/or replacement of equipment purchased with grant funds while the Grantee has care, custody and control over this equipment, and will not be reimbursed with grant funds for such expenses.

All invoices should be submitted on a monthly basis and expensed per each of the line items listed above.

Line item examples

Personnel

County employees/staff who are working on Immunization grant activities Fringe FICA and benefits for County employees/staff working on Immunization grant activities typically XX% of salary Travel Nurse travel to Health Fairs, school clinics, conferences, etc.

Current state reimbursement rate is \$0.38 per mile Supplies

Approved supply expenditures include the following: educational materials/forms/patient handouts, printing supplies (paper/toner) and Immunization clinic supplies. Equipment

Equipment needed to accomplish stated goals. i.e. storage and handling equipment, data loggers, etc. Equipment are items valued over \$5000.00 Contracts

Would include: Contract temp employee, cell phone contracts, billing contracts, media contracts for PSAs, etc. Other Miscellaneous category Invoices

All invoices must be accompanied by written documentation of actual expenditures for all claimed items.

All invoices will be submitted on a monthly basis.

D. Evaluation (10 points)

This section reflects the IDOH's goal to embrace high standards of ethics, management, and accountability. This section emphasizes IDOH's commitment to ensure that applicants achieve the goals outlined in their work plan and other benchmark standards as well as assess their performance to ensure goals are met during the period of performance. The applicant is required to clearly identify the benefits or outcomes of their proposed program.

1. Outcomes. The applicant must describe program activities and outcomes for the period of performance.

A. By June 30, 2024, immunization rates for St. Joseph County seasonal flu will increase by 10% from 21.9% infants/children ages 6 months to 9 years of age and 16.3% for ages 9-18 years. This will be a direct result from increased mobile clinics in the community and keeping both internal clinics open 5 days a week.

B. By June 30, 2024, we will conduct at least one reminder recall event quarterly which will be focused on the HPV vaccine series. We will reach 15% more patients in the recommended age range by offering "age-appropriate vaccines" along with other school aged vaccines.

C. By June 30, 2024, we will conduct at least two Consumer Access Portal outreach events resulting in an increase in participation of 15%.

D. By June 30, 2024, we will have improved our quality of data reported to CHIRP by 20% resulting from implementing our new EHR system. We will also continue to learn and improve on efficiency throughout the new grant cycle by reports made through Athena.

E. By June 30, 2024, we will have held one table-top exercise on pandemic flu.

F. By June 30, 2024, we will have added 6 more community engagement partners along with other community partners that we have worked with in the past giving incentives to the public. (For example, discounted tickets for water parks, and the zoo).

G. By June 30, 2024, we will have identified ways to decrease our vaccine wastage from 5% to 2.5%. This will be accomplished by doing weekly inventory, utilizing vaccines with upcoming expiration dates first, and maintaining the integrity of the cold supply chain. All staff who work with vaccines will be educated on the Cold Chain Process and the importance of using vaccines that are going to expire first.

H. By June 30, 2024, we will replace two refrigerators and freezers that are nine years old in order to decrease any temperature excursions on any vaccine and in turn prevent wastage and ensure proper storage.

I. By June 30, 2024, we will have developed a sustainability plan for the activities created in the grant by having staff that can independently float between mobile clinics and by having both Mishawaka and South Bend Clinics open five days a week. We will also be able to have more accessibility to immunizations on the weekend and later evening hours during the month.

J. By June 30, 2024, we will have completed at least 100 mobile clinics in the community.

2. Program monitoring. The applicant must describe what the project is going to measure, how activities are going to be measured, how monitoring will be documented and the steps in place to make adjustments to your work plan if performance targets are not met within the established timeframes.

- a. The Director of Nursing will work closely with Department of Health staff to ensure program goals and objectives are met. This will be accomplished by hosting and attending monthly meetings and one-on-one check-ins. Upon completion of mobile clinics, staff will provide a process evaluation report to the Immunization Outreach Coordinator. Barriers and modifications will be reported so that they can be addressed prior to the next mobile clinic. We will also monitor social media analytics for engagement, website visits, as well as output data from events.
- b. We will use state-based and internal systems and processes for program progress and performance. These will be shared monthly among key personnel to address any barriers so that they are addressed in a timely manner.

The applicant must describe how the program will be held accountable for meeting program goals, objectives, and the actions undertaken to implement the grant program.

- a. We will submit quarterly reports within 15 days of the end of each quarter.
- b. We will submit a year-end report within 30 days of the end of the performance period

The applicant should provide a description of the mechanism to assess progress and track performance in meeting the goals and objectives outlined in the work plan. The applicant should provide assurances that the work plan developed for this program will assist intended beneficiaries, and that work will be conducted in a timely and cost effective manner. Immunization leadership meet weekly and go through the workplan and discuss successes, barriers, challenges, and strategize solutions. Team reviews quarterly reports and does weekly assessment of immunization data.

3. Program reporting. The applicant must submit reports in a format prescribed by the Immunization Division.

The applicant will submit quarterly reports within thirty (30) days of the end of each quarter. The Indiana Department of Health will post county level data for all evaluation metrics on the Immunization website within 15 days of the end of each quarter. The applicant will submit a year-end report within thirty (30) days of the end of the performance period.

I attest that the above information is true, accurate, and complete and understand that any falsification, omission, or concealment of material fact may subject me or the represented organization to administrative, civil, or criminal liability. Furthermore, I am a duly authorized representative for St. Joseph County Department of Health and am authorized to sign such an agreement.

Name: Robert Einterz Title: Health Officer
Phone: (574) 235-9750 Email: reinterz@sjcindiana.com

Signature of Medical Director [signature] Date: 02-15-2023

Important!!!

When selecting the "Save and Return Later" option, the provided website link and the survey return code will be required to return and finish your application later.

Please be sure to capture both items, as you will need to use the link and then enter the return code to pick up where you left off.



Eric J. Holcomb
Governor

Kristina M. Box, MD, FACOG
State Health Commissioner

May 24, 2023

Dr. Joseph Cerbin
St. Joseph County Health Department
227 W. Jefferson Boulevard
South Bend, IN 46601

Dear Dr. Cerbin,

We are pleased to inform you that the Indiana Department of Health (IDOH) has awarded you \$637,059.00 for the competitive Immunization Grant that you applied for. This grant is to be used for Immunization services from July 1, 2023, to June 30, 2024. This funding is being provided through a Cooperative Agreement with the Centers for Disease Control and Prevention.

2023-24 Scope of Work:

The St. Joseph Health Department will assist the Indiana Department of Health with the following activities:

- **Conduct at least one reminder recall event for a vaccination series or specific antigen. The budget must reflect money for both printing and postage.**
- **Conduct at least one consumer access portal promotion activity to raise awareness and increase participation.**
- **Develop and implement a plan that includes a minimum of two strategies to increase HPV vaccination. Special attention should be given to reducing missed opportunity for HPV vaccination.**
- **Conduct at least one exercise or event with emergency preparedness staff in preparation for or in response to a vaccine-preventable disease outbreak, focusing on pandemic influenza or COVID, if possible.**
- **Develop a partner engagement strategy plan that describes how they will work with new and existing partners to increase immunization coverage rates.**
- **Conduct at least one activity/implement at least one strategy that focuses on reducing vaccine wastage.**
- **Describe efforts to increase access to vaccines through evening and weekend hours.**
- **Conduct school located vaccination clinics at the schools with the lowest vaccination coverage rates for kindergarten and first grade, sixth and seventh grade, and twelfth grade. Schools should be selected by using the data in the School Supplemental Report. The workplan must include the number of school located vaccination clinics planned by quarter. Levels of Commitment with each school corporation should be included as an attachment labeled as Attachment 4.**
- **Describe efforts to maintain current billing process for immunization services for Medicaid-eligible and privately insured individuals.**

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.



- **If the applicant is a new applicant and is not able to bill both private insurance and Medicaid for immunization services, the applicant must include activities in the work plan to build capacity for billing services.**
- **Develop a sustainability plan for these activities beyond the funding period. The sustainability plan should address what activities would be continued and what activities would have to be discontinued due to the lack of resources.**

Proposed Budget

	Amount
Personnel	\$530,644.00
Travel	\$955.00
Supplies	\$19,000.00
Equipment	\$43,600.00
Contractual	\$27,860.00
Other	\$15,000.00
Total	\$637,059.00

We appreciate your department's hard work and dedication to improving the health of the residents in St. Joseph County. We are excited to partner with you in promoting immunizations, and we look forward to continuing our collaboration to serve the community. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Dave McCormick

Saint Joseph County, Indiana
Form D - Appropriation/(Budget Reduction)

Reviews:

Department _____

Signature _____

Date _____

Department Name - Department of Health - 0055

Auditor _____

Fund Names - Health Immunization CoAg

Signature _____

Date _____

Fund.Acct.Obj.Loc	Account Name	Amount
8131.11077.00000.0055	Admin. Assistant	40,441.00
8131.11155.00000.0055	Nurses-Other Medical	61,971.00
8131.11781.00000.0055	Immunization Outreach Coordinator	51,250.00
8131.11950.00000.0055	Part Time	235,541.00
8131.14800.00000.0055	FICA Taxes	29,774.00
8131.14810.00000.0055	Perf	17,210.00
8131.14840.00000.0055	Health Insurance	54,900.00
8131.21030.00000.0055	Office Supplies	12,000.00
8131.22406.00000.0055	Immunization Supplies	43,157.00
8131.32020.00000.0055	Travel/Mileage	955.00
8131.32203.00000.0055	Cell Phones	4,860.00
8131.33368.00000.0055	Public Info & Educ	15,000.00
8131.36015.00000.0055	Contractual Services	23,000.00
8131.44010.00000.0055	Equipment	47,000.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total		637,059.00

Salary Amendment

Position Name	Admin Assistant	Position Name	Immun Outreach Coordinator
Current Salary	\$0.00	Current Salary	\$50,000.00
Proposed Salary	up to \$41,427/year	Proposed Salary	up to \$52,500/year
Position Name	Nurses-Other Medical	Position Name	Part Time
Current Salary	\$0.00	Current Salary	up to \$39.61/hour
Proposed Salary	up to \$63,482/year	Proposed Salary	up to \$41.33/hour

Justification

The Department of Health has received a grant from the [ENTITY] to [INFO FROM GRANT APPLICATION DATA (Explain the purpose of the grant)]. The grant is from [DATE] thru [DATE] and the total award amount is [AMOUNT].



St. Joseph County Department of Health

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

June 14, 2023

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support to receive funding through the Indiana State Department of Health for our Health PHEP. Funds will be used to enhance the Department of Health preparedness in order to better respond to public health and healthcare emergencies.

Attached is the Grant Application Data sheet, as well as the contract and budget.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,

Joseph H. Cerbin, MD
Health Officer

JHC:AR:jsp

APPROVED _____ DENIED _____

This 21st Day of June, 2023 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
President, Board of Health

Michelle Migliore, MD
Vice President, Board of Health

GRANT APPLICATION DATA

Explain the purpose of the grant.

Enhance Department of Health preparedness in order to better respond to public health and healthcare emergencies.

Who will be accountable for fiscal information?

Amy Ruppe

Who will be responsible for compliance with grant guidelines?

Harrison Gilbride

What is the time period of the grant (i.e., one-year May 31, 2005-May, 2006, etc.?)

July 1, 2023 to June 30, 2024

Is this a renewable grant, if so, how long?

It is unknown at this current time if the grant will be renewable.

Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in kind contribution?

There is no match required.

Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)?

No.

Give the number of employees the grant would support?

0

How would your department plan or would you continue operations after the grant expires?

We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.

April 2006



Eric J. Holcomb
Governor

Kristina M. Box, MD, FACOG
State Health Commissioner

February 20, 2023

Dear Local Health Department:

We are excited to begin the Indiana Department of Health (IDOH) Division of Emergency Preparedness 2023-24 Budget Period 5 (BP5) Public Health Emergency Preparedness (PHEP) program and the Cities Readiness Initiative (CRI). Funding levels for both programs will be comparable to funding levels during Budget Period 4 (current year).

IDOH will continue to provide funding to continue to support this effort following the successes over the past years in the PHEP program regarding the increased effort of targeting funding toward a dedicated preparedness staff member (part-time minimally) at each local health department.

Although IDOH is waiting to receive information regarding specific funding allocations for the State of Indiana, you can anticipate your award will be similar to past years. Jurisdictions that qualify for Cities Readiness Initiative (CRI) funding will see funding amounts comparable to past years as well.

Please take a moment to complete the following page and return to us by **March 2**. We ask each local health department to provide its concurrence and agreement with the IDOH Division of Emergency Preparedness applying for Public Health Emergency Preparedness funding from the Centers for Disease Control and Prevention. We also ask each local health department to indicate its intent to participate in the Public Health Preparedness Program and, if applicable, the Cities Readiness Initiative. In addition to your concurrence and intent, please also provide contact information for whom you would like copied on grant related documents and who will sign the contract on behalf of your health department.

We look forward to your continued support, collaboration and leadership in public health preparedness in the coming year! Please let me know if you have any questions.

Sincerely,

Kiley Huntington, MPH
Interim Division Director
Division of Emergency Preparedness

To promote, protect, and improve the health and safety of all Hoosiers.



Indication of Local Health Department Concurrence and Intent to Participate in the BP5 (2023-2024)

Please complete and return via email the below district area supervisor and copy Holley Rose (hrrose1@health.in.gov) by **3/2/2023**.

- Districts 1-4: Deborah Holbrook
dholbrook1@health.in.gov
- Districts 8-10: Johanna Miller
jomiller@health.in.gov
- District 6: Rick Brown
rickbrown@health.in.gov
- District 5: Holley Rose
hrrose1@health.in.gov
- District 7: Karlie Ray
kray@health.in.gov

Public Health Preparedness & Response Grant For Budget Period 5 (BP4) (2023-2024)

Please check the appropriate boxes and complete the blanks below.

RETURN BEFORE 03/02/2023

St. Joseph County Health Department

Concurs with the IDOH Division of Emergency Preparedness application for Public Health Emergency Preparedness funding.

And

WILL NOT PARTICIPATE in the public health preparedness grant(s) indicated above during Budget Period 5 (July 1, 2023 – June 30, 2024).

Or

WILL PARTICIPATE in the public health preparedness grant(s) indicated above during Budget Period 5 (July 1, 2023 – June 30, 2024).

Please list (must be completed)

Person that will sign the contract (print): Carl Baxmeyer, President Board of Commissioners

Person that will sign the contract's email (print): cbaxmeyer@sjcindiana.com

Did person that will sign the contract change from the prior year: Yes No

Person to be copied on the contract (print): Amy Ruppe, Administrator

Person to be copied on the contract's email (print): aruppe@sjcindiana.com

REQUIRED EVEN IF NOT PARTICIPATING

Person Completing Form (print): _____

Person Completing Form (sign): _____

Phone Number: _____ Date form completed: ____/____/____



St. Joseph County Department of Health

"Promoting physical and mental health and facilitating the prevention of disease, injury and disability for all St. Joseph County residents"

ST. JOSEPH COUNTY
DEPARTMENT OF HEALTH
Prevent. Promote. Protect.

June 14, 2023

St. Joseph County Board of Health
County City Building, 8th Floor
South Bend, IN 46601

Members of the Board of Health,

The Department of Health would like your support to receive funding through the Indiana State Department of Health for our Health Crisis CoAg. Funds will be used to create a process to work with IDOH, the St. Joseph County Department of Health, and School staff to prevent communicable diseases and improve student health and well-being outcomes.

Attached is the Grant Application Data sheet, as well as the contract.

If you have any questions, I can be reached at 574-235-9750 Ext. 7902.

Thank you for your consideration of our request.

Sincerely,


Joseph H. Cerbin, MD
Health Officer

JHC:AR:jsp

APPROVED _____ DENIED _____

This 21st Day of June, 2023 by a vote of (Aye) _____ to (Nay) _____ Abstain _____

John W. Linn, P.E.
President, Board of Health

Michelle Migliore, MD
Vice President, Board of Health

GRANT APPLICATION DATA

What is the purpose of the grant (provide as much detail as possible)?

To create a process to work with IDOH, the St. Joseph County Department of Health, and School staff to prevent communicable diseases and improve student health and well-being outcomes.

How many individuals do you expect to reach with this grant?

We have contacts at each public, private, charter, and non-traditional school. We would anticipate being able to help all of them which would trickle down to support their individual school community.

How will you track and evaluate the success of the program/grant?

Reports are due to the IDOH quarterly. I track email communications, educational events, immunization clinics, etc. through a form provided to me by the IDOH.

Who will be accountable for fiscal information?

Amy Ruppe, Administrator

Who will be responsible for compliance with grant guidelines?

Robin Vida, Director of Health Outreach, Promotion, Education (HOPE)

What is the term of the grant (i.e., July 1, 2023 - June 30, 2024)?

July 1, 2023-June 30, 2024

Is this a renewable grant? If so, how often/long?

Unknown at this time.

Is there a match for the grant? If so, how much and how will it be funded? Is this match in dollars or in-kind contribution?

No.

Is there or will there be any capital costs for the grant (i.e., vehicles, location (building), equipment)?

No.

Give the number of employees the grant would support?

0

How would your department plan or would you continue operations after the grant expires?

We would pursue other grant funding and absorb operations as able and look to community partners to sustain the efforts.



**Indiana
Department
of
Health**



Eric J. Holcomb
Governor

Kristina M. Box, MD, FACOG
State Health Commissioner

Indication of Local Health Department Intent to Participate in the
School Liaison Grant during July 1, 2023-June 30, 2024

Return By: Close of Business: 3/27/2023:

St. Joseph County Health Department

Please check the appropriate boxes and complete page 2 even if not participating.

<input type="checkbox"/> July 1, 2023-June 30, 2024, will be my first year participating in the School Liaison Grant
<input type="checkbox"/> July 1, 2023-June 30, 2024, will be my second year participating in the School Liaison Grant
<input checked="" type="checkbox"/> July 1, 2023-June 30, 2024, will be my third year participating in the School Liaison Grant
<input type="checkbox"/> WILL NOT PARTICIPATE in the School Liaison Grant during July 1, 2023-June 30, 2024
<input type="checkbox"/> Have not participated before.
<input type="checkbox"/> Have chosen not to participate in year 3 (if so, what are your barriers/challenges?)

<input checked="" type="checkbox"/> WILL PARTICIPATE in the in the School Liaison Grant indicated above during July 1, 2023-June 30, 2024
Please list (must be completed)
Person that will sign the contract (print): <u>Carl Baxmeyer, President Board of Commissioners</u>
Person that will sign the contract's email (print): <u>cbaxmeyer@sjcindiana.com</u>
Did person that will sign the contract change from the prior year: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Person to be copied on the contract (print): <u>Amy Ruppe, Administrator</u>
Person to be copied on the contract's email (print): <u>aruppe@sjcindiana.com</u>

To promote, protect, and improve the health and safety of all Hoosiers.

2 North Meridian Street • Indianapolis, Indiana 46204 • 317-233-1325 • health.in.gov
An equal opportunity employer.



REQUIRED EVEN IF NOT PARTICIPATING

LHD Name: St. Joseph County

Date form completed: 03/15/2023

Person Completing Form (print): Amy Ruppe

Person Completing Form (sign): *Amy Ruppe*

Phone Number of Person Completing Form: 574-235-9750, Ext. 7900